THIS EMAIL ADDRESS IS NOT MONITORED. DO NOT REPLY TO THIS EMAIL.

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**From:** ████ (b) (6), (b) (7)(C) @uhhospitals.org
**Sent:** Tuesday, ████ (b) (6), (b) (7)(C) 2020 8:23 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** FYI: Termination for (b) (6), (b) (7)(C) has been forwarded for approval to (b) (6), (b) (7)(C)

**Categories:** Red Category

From **Administrator, Oracle Workflow**

To (b) (6), (b) (7)(C)

Sent ████ (b) (6), (b) (7)(C) 2020 20:22:05

ID ████ (b) (6), (b) (7)(C)

| **Action History** | | | | |
|---|---|---|---|---|
| **Sequence** | **Name** | **Action** | **Date** | **Notes** |
| 1 | (b) (6), (b) (7)(C) | Submit | (b) (6), (b) (7)(C)-2020 20:21:21 | |
| 2 | (b) (6), (b) (7)(C) | Pending | | |

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Sure

(b) (6), (b) (7)(C)

Thanks – I am in the office tomorrow. Can I print and mail tomorrow then?

(b) (6), (b) (7)(C) you will need to do the Oracle piece.

(b) (6), (b) (7)(C)

Hi (b) (6), (b) (7)(C)

Thank you for reaching out. This is actually what I was waiting on from (b) (6), (b) (7)( Attached is the letter that needs to go out to (b) (6), (b) please review. If you both are okay with the letter are you able to put this in the mail at (b) (6), (b) (7)(C) along with the determination letter? Once the letters are mailed to (b) (6), (b) please process the termination with an effective date of (b) (6), (b) (7 /20.

Thanks,
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)
        (b) (6), (b) (7)(C)
Office

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday (b) (6), (b) (7)(C) 2020 2:34 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(
(b) (6), (b) (7)(C)@UHhospitals.org>
**Subject:** Determination - (b) (6), (b) (7)(C)

What is the next step?

(b) (6), (b) (7)(C)



**From:** MyUHLeaves@uhhospitals.org <MyUHLeaves@uhhospitals.org>
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 12:51 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>
**Subject:** Determination - (b) (6), (b) (7)(C)

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 3:24 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) Wing, Amy
**Subject:** RE: Determination - (b) (6), (b) (7)(C)

**Categories:** Red Category

Thanks – I am in the office tomorrow. Can I print and mail tomorrow then?

(b) (6), (b) (7)(C) you will need to do the Oracle piece.

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 3:22 PM
**To:** (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)
**Subject:** RE: Determination - (b) (6), (b) (7)(C)

Hi (b) (6), (b) (7)(C)

Thank you for reaching out. This is actually what I was waiting on from (b) (6), (b) (7)( Attached is the letter that needs to go out to (b) (6), (b) please review. If you both are okay with the letter are you able to put this in the mail at (b) (6), (b) (7)(C) along with the determination letter? Once the letters are mailed to (b) (6), (b) please process the termination with an effective date of (b) (6), (b) (7 /20.

Thanks,
(b) (6), (b) (7)(C)

# (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 2:34 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(
(b) (6), (b) (7)(C)@UHhospitals.org>
**Subject:** Determination - (b) (6), (b) (7)(C)

1

What is the next step?

(b) (6), (b) (7)(C)

[black redaction box]

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

[black redaction box]

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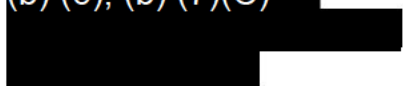**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 3:22 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
**Subject:** RE: Determination - (b) (6), (b) (7)(C)

**Categories:** Red Category

Hi (b) (6), (b) (7)(C)

Thank you for reaching out. This is actually what I was waiting on from (b) (6), (b) (7)( Attached is the letter that needs to go out to (b) (6), (b) please review. If you both are okay with the letter are you able to put this in the mail at (b) (6), (b) (7)(C) along with the determination letter? Once the letters are mailed to (b) (6), (b) please process the termination with an effective date of (b) (6), (b) (7 /20.
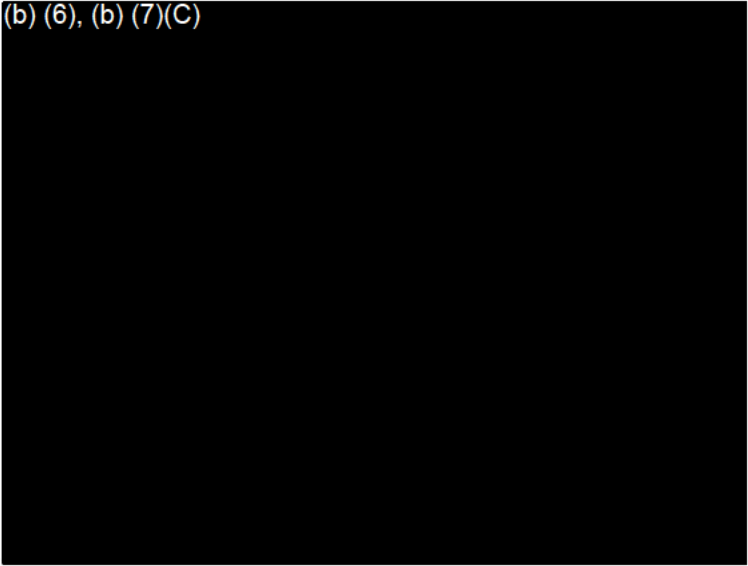
Thanks,
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)
████████████████

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 2:34 PM
**To:** (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C) ; (b) (6), (b) (7)( Amy
**Subject:** Determination - (b) (6), (b) (7)(C)

What is the next step?

(b) (6), (b) (7)(C)
████████████████████████████████
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████████████████████████████████

**From:** MyUHLeaves@uhhospitals.org <MyUHLeaves@uhhospitals.org>
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 12:51 PM
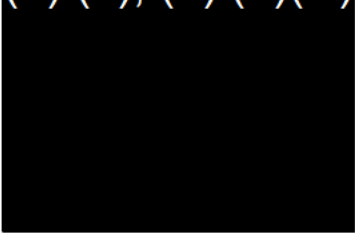**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org
**Subject:** Determination - (b) (6), (b) (7)(C)

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

THIS EMAIL ADDRESS IS NOT MONITORED. DO NOT REPLY TO THIS EMAIL.

**From:** ▮▮▮(b) (6), (b) (7)(C)▮▮▮@uhhospitals.org

**Sent:** Wednesday, ▮▮▮(b) (6), (b) (7)(C)▮▮▮, 2020 7:27 AM

**To:** (b) (6), (b) (7)(C)

**Subject:** FYI: Termination for ▮(b) (6), (b) (7)(C)▮ ▮(b) (6), (b)▮ has been forwarded for approval to HR Services, 1-877-471-7522

**Categories:** Red Category

From  **Administrator, Oracle Workflow**

To  ▮(b) (6), (b) (7)(C)▮

Sent  ▮(b) (6), (b) (7)(C)▮07:26:59

ID  ▮(b) (6), (b) (7)(C)▮

| Action History | | | | |
|---|---|---|---|---|
| **Sequence** | **Name** | **Action** | **Date** | **Notes** |
| 1 | (b) (6), (b) (7)(C) | Submit | ▮(b) (6), (b) (7)(C)▮-2020 20:21:21 | |
| 2 | (b) (6), (b) (7)(C) | Approve | ▮(b) (6), (b) (7)(C)▮2020 07:14:53 | |
| 3 | (b) (6), (b) (7)(C) | Approve | ▮(b) (6), (b) (7)(C)▮-2020 07:26:59 | |
| 4 | HR Services, 1-877-471-7522 | Pending | | |

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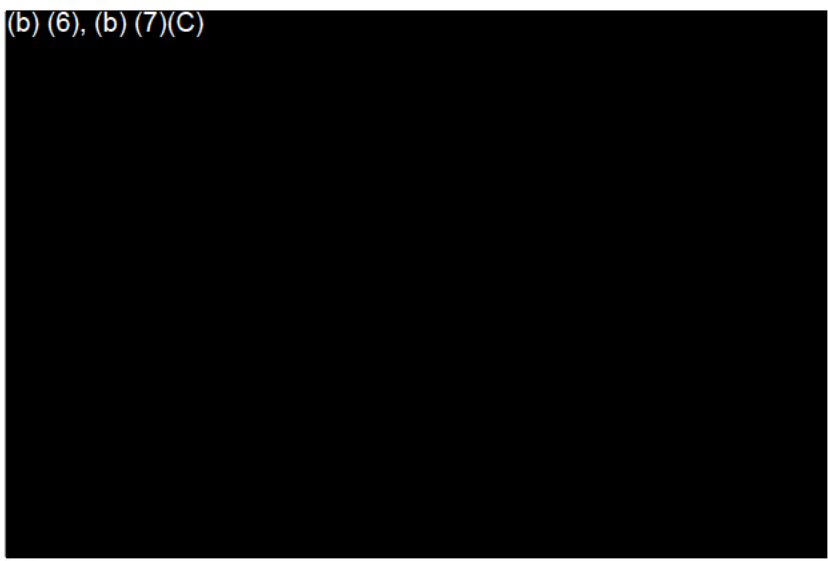
**From:** [(b) (6), (b) (7)(C)]
**Sent:** Wednesday, [(b) (6), (b) (7)(C)] 2020 6:42 PM
**To:** [(b) (6), (b) (7)(C)]
**Cc:** [(b) (6), (b) (7)(C)]
**Subject:** [(b) (6), (b) (7)(C)] Badge

Is there a process whereby [(b) (6), (b) (7)(C)] or someone deactivates an employee's badge upon Oracle termination?

We do have people and police stationed at the only entrance for [(b) (6), (b) (7)(C)] anyway due to Covid in case there was a problem.

At Samaritan, an email went out to a distribution list for employee terminations from HR so each recipient could take any appropriate action.

[(b) (6), (b) (7)(C)]

**From:** [(b) (6), (b) (7)(C)]
**Sent:** Wednesday, [(b) (6), (b) (7)(C)] 2020 5:56 PM
**To:** [(b) (6), (b) (7)(C)] ; [(b) (6), (b) (7)(C)]
**Subject:** [(b) (6), (b) (7)(C)] Badge

HI – How do we get [(b) (6), (b) (7)(C)] badge back and deactivated – I am nervous [(b) (6),] may try to come into the building if [(b) (6),] is upset upon receiving the letter. Please let me know thoughts. Thanks

[(b) (6), (b) (7)(C)]

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**From:**               (b) (6), (b) (7)(C)
**Sent:**         Wednesday, (b) (6), (b) (7)(C) 2020 9:17 AM
**To:**             (b) (6), (b) (7)(C)
**Cc:**
**Subject:**       RE: Determination - (b) (6), (b) (7)(C)

**Categories:**     Red Category

Hi Everyone,
Please discontinue emails on this topic. Phone calls are best. Thanks
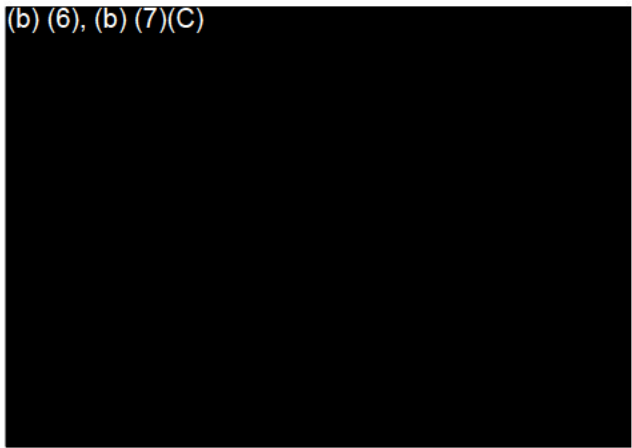
(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday (b) (6), (b) (7)(C), 2020 6:02 PM
**To:** (b) (6), (b) (7)(C)
**Cc:**
**Subject:** Determination - (b) (6), (b) (7)(C)

Use this letter and print both on a color printer. I only changed "thru" to "through" on the term letter. Thanks all.

I guess they chose the (b) (6), (-20 date in the term letter because while (b) (6) wasn't willing to sign the necessary policy in order to work from home since (b) (6), (b) (7)(C), staff were allowed to use PTO for missed time. (b) (6), exhausted what (b) (6), had on (b) (6), (b-20. It also sounds like HR is okay with terminating for violation of the attendance policy even though (b) (6), never got a warning and (b) (6), (b) (7 just issued the (b) (6), (b) (7)( denial determination today. I wouldn't be surprised to see (b) (6), (b) pursue this.

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 3:25 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org ; (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)@UHhospitals.org>
**Subject:** RE: Determination – (b) (6), (b) (7)(C)

Sure

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)6
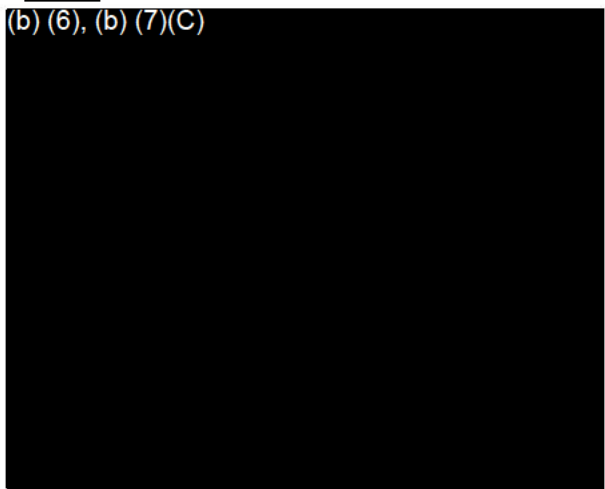
**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 3:24 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org ; (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)@UHhospitals.org>
**Subject:** RE: Determination – (b) (6), (b) (7)(C)

Thanks – I am in the office tomorrow. Can I print and mail tomorrow then?

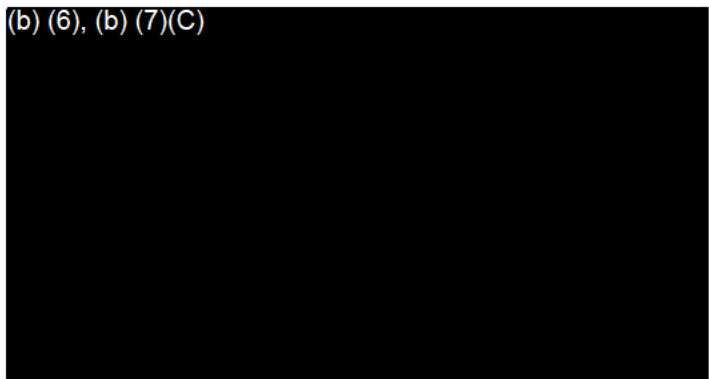(b) (6), (b) (7)(C) you will need to do the Oracle piece.

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 3:22 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org ; (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) @UHhospitals.org>

**Subject:** RE: Determination - (b) (6), (b) (7)(C)

Hi (b) (6), (b) (7)(C)

Thank you for reaching out. This is actually what I was waiting on from (b) (6), (b) (7)( Attached is the letter that needs to go out to (b) (6), (b) please review. If you both are okay with the letter are you able to put this in the mail at (b) (6), (b) (7)(C) along with the determination letter? Once the letters are mailed to (b) (6), (b) please process the termination with an effective date of (b) (6), (b) ( /20.

Thanks,
(b) (6), (b) (7)(C)

# (b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday ((b) (6), (b) (7)(C) 2020 2:34 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(
(b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** Determination - (b) (6), (b) (7)(C)

What is the next step?

(b) (6), (b) (7)(C)

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**From:** MyUHLeaves@uhhospitals.org <MyUHLeaves@uhhospitals.org>
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 12:51 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org`
**Subject:** Determination - (b) (6), (b) (7)(C)

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)

**Sent:** Wednesday, ████ 2020 7:13 AM

**To:** (b) (6), (b) (7)(C)

**Subject:** RE: Term for (b) (6), (b) (7)(C) -I entered in Oracle, effective ████ 20

**Categories:** Red Category

Thanks – I just approved

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, (b) (6), (b) (7)(C) 8:23 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** Term for (b) (6), (b) (7)(C) -I entered in Oracle, effective ████ -20

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, (b) (6), (b) (7)(C) 2020 7:38 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** FW: Employee Termination - NO ENTRY to be permitted

**Importance:** High

**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, June 18, 2020 7:37 AM
**To:** (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C)
**Subject:** Employee Termination - NO ENTRY to be permitted
**Importance:** High

Please note (b) (6), (b) (7)(C) is no longer an employee of UH. (b) (6), is work from home so (b) (6), badge and keys were not able to be collected

(b) (6), (b) (7)(C) Please deactivate (b) (6), access

(b) (6), (b) (7)(C) If (b) (6), (b) ( comes by (b) (6), is not to be permitted into the building. (b) (6), (b) (7)(C) and or myself will need to be contacted

I will provide a picture to security with these same instructions
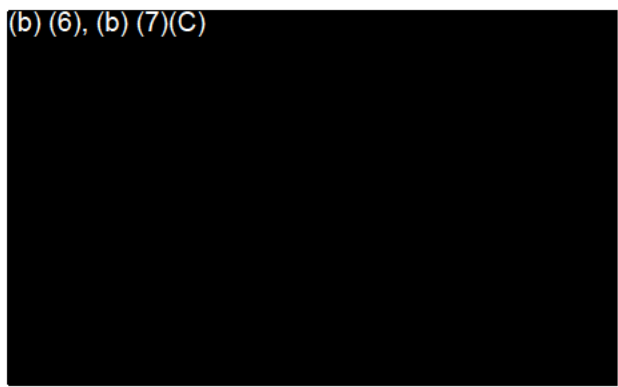
Thank you
(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

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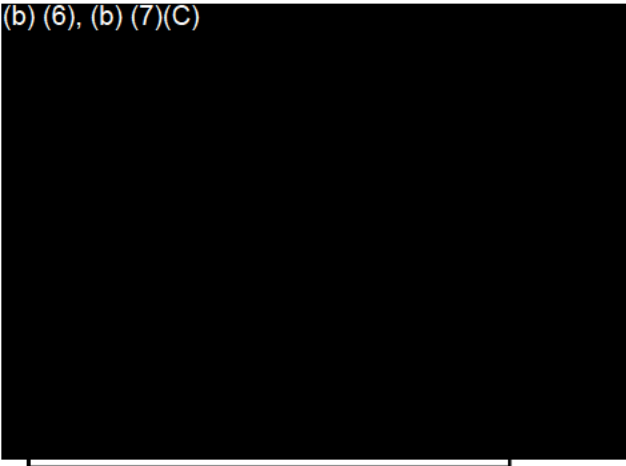
**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday (b) (6), (b) (7)(C) 2020 7:36 AM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
**Subject:** I.M. - FYI

Hi,

I spoke to (b) (6), (b) (7)(C) – (b) (6), (t is asking (b) (6), (b) (7) to deactivate (b) (6), (b) (7)( badge. (b) (6), (b is also giving them a screenshot of (b) (6), photo in the event (b) (6), tried to enter the buiding.

Would rather be safe than sorry! Thanks

(b) (6), (b) (7)(C)

.
_____

**From:**            (b) (6), (b) (7)(C)
**Sent:**            Friday,  (b) (6), (b) (7)(C)  2020 4:28 PM
**To:**              (b) (6), (b) (7)(C)
**Subject:**         Automatic reply: Employee Termination - NO ENTRY to be permitted


I am out of the office until 6/29/2020 and will have no access to email.

For information regarding Shared Work, please reach out to the Shared Worked office directly.

For payroll questions please call 216-983-0500.

For Leave of Absence please call 866-829-8856.

For immediate assitance please reach out to:
(b) (6), (b) (7)(C)


Thanks,
(b) (6), (b) (7)(C)
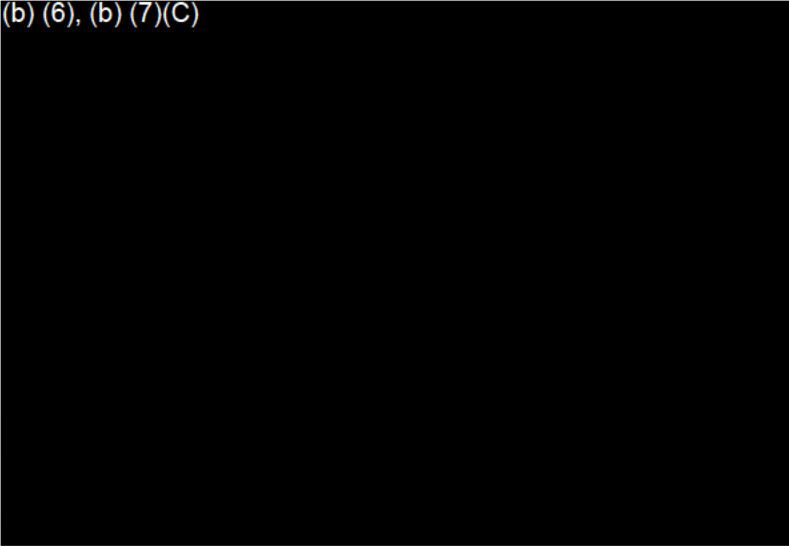
**From:** ████ (b) (6), (b) (7)(C) ████

**Sent:** Friday, ████(b) (6), (b) (7)(C)████ 2020 4:28 PM

**To:** ████ (b) (6), (b) (7)(C) ████ (b) (6), (b) (7)(C) ████

**Cc:** ████ (b) (6), (b) (7)(C) ████

**Subject:** Employee Termination - NO ENTRY to be permitted

I don't think ██(b) (6)██ has a personal belongings here. ██(b) (6)██ also has a key to the file cabinets above ██(b) (6)██ desk. ██(b) (6)██ helped arrange getting us a duplicate key from ████(b) (6), (b) (7)(C)████ earlier on after ██(b) (6)██ no longer came to the office, but there wasn't much of anything in there.

████████ (b) (6), (b) (7)(C) ████████

**From:** ████ (b) (6), (b) (7)(C) ████

**Sent:** Thursday, ████(b) (6), (b) (7)(C)████ 2020 8:16 AM

**To:** ████ (b) (6), (b) (7)(C) ████ ; ████ (b) (6), (b) (7)(C) ████

**Cc:** ████ (b) (6), (b) (7)(C) ████

**Subject:** FW: Employee Termination - NO ENTRY to be permitted

Hi – Please see below. Apparently we are unable to deactivate ████(b) (6), (b) (7)██ badge.

████(b) (6), (b) (7)(C)████ – I just mailed the letter yesterday so I assume ██(b) (6)██ did not receive yet. We may need to wait until Monday to call ██(b) (6), (b)██ unless you think otherwise. Just want to follow proper protocol.

Prefer to ask ██(b) (6), (b)██ to mail back than drop off.

Thanks

**From:** ████ (b) (6), (b) (7)(C) ████ @UHhospitals.org>

**Sent:** Thursday, June 18, 2020 8:13 AM

**To:** ████ (b) (6), (b) (7)(C) ████ @UHhospitals.org>; ████ (b) (6), (b) (7)(C) ████ @UHhospitals.org>; ████ (b) (6), (b) (7)(C) ████@UHhospitals.org>

**Cc:** ████ (b) (6), (b) (7)(C) ████ (b) (6), (b) (7)(C) ████ @UHhospitals.org>

**Subject:** RE: Employee Termination - NO ENTRY to be permitted

██████ (b) (6), (b) (7)(C) ██████

Is it possible to schedule a time for ████ to come back and return ███ desk keys and badge? I am assuming ████ has personal belongings here as well that ███ will need to collect? We will assist in any way needed

Thank you
████

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**From:** ████ **(b) (6), (b) (7)(C)**
**Sent:** Thursday, June 18, 2020 8:05 AM
**To:** **(b) (6), (b) (7)(C)** ████ @UHhospitals.org>; **(b) (6), (b) (7)(C)** ████ @UHhospitals.org>; **(b) (6), (b) (7)(C)** ████ @UHhospitals.org>
**Cc:** **(b) (6), (b) (7)(C)** ████ **(b) (6), (b) (7)(C)** @UHhospitals.org>
**Subject:** RE: Employee Termination - NO ENTRY to be permitted

████ badge was issued before the system crashed and was updated. It cannot be deactivated and needs to be returned to ████ **(b) (6), (b) (7)(C)**.
Thx ████

---

**From:** ████ **(b) (6), (b) (7)(C)**
**Sent:** Thursday, ████ 2020 7:37 AM
**To:** **(b) (6), (b) (7)(C)** ████ @UHhospitals.org>; **(b) (6), (b) (7)(C)** ████ @UHhospitals.org>
**Cc:** **(b) (6), (b) (7)(C)** ████ **(b) (6), (b) (7)(C)** @UHhospitals.org>
**Subject:** Employee Termination - NO ENTRY to be permitted
**Importance:** High

Please note **(b) (6), (b) (7)(C)** is no longer an employee of UH. ███ is work from home so ███ badge and keys were not able to be collected

████ Please deactivate ███ access

████ If ███ comes by ███ is not to be permitted into the building. ████ and or myself will need to be contacted

I will provide a picture to security with these same instructions

Thank you
████

**From:** ████████ (b) (6), (b) (7)(C) @uhhospitals.org
**Sent:** Friday, ████ (b) (6), (b) (7)(C) 2020 1:52 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** ████ FYI: Termination for ████ (b) (6), (b) (7)(C) ██ (b) (6), (b) has been approved. These changes are effective from ██ (b) (6), (
██ (b) (6), (b) -2020.

From: **Administrator, Oracle Workflow**

To: (b) (6), (b) (7)(C)

Sent: (b) (6), (b) (7)(C) -2020 13:51:39

ID: (b) (6), (b) (7)(C)

| Action History | | | | |
|---|---|---|---|---|
| **Sequence** | **Name** | **Action** | **Date** | **Notes** |
| 1 | (b) (6), (b) (7)(C) | Submit | (b) (6), (b) (7)(C) -2020 20:21:21 | |
| 2 | (b) (6), (b) (7)(C) | Approve | (b) (6), (b) (7)(C) 2020 07:14:53 | |
| 3 | (b) (6), (b) (7)(C) | Approve | (b) (6), (b) (7)(C) 2020 07:26:59 | |
| 4 | HR Services, 1-877-471-7522 | Approve | (b) (6), (b) (7)(C) -2020 13:51:37 | |

☐

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**From:** (b) (6), (b) (7)(C)
**Sent:** Friday, (b) (6), (b) (7)(C) 2020 4:16 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** (b) (6), (b) (7)(C) Account Disabled due to termination

FYI

(b) (6), (b) (7)(C)



**From:** IT Access Control
**Sent:** Friday, (b) (6), (b) (7)(C), 2020 2:25 PM
**To:** (b) (6), (b) (7)(C) ; svcFIMNotifications ; svcFIMOtherRequests
**Subject:** Account Disabled

(b) (6), (b) (7)(C),

The user below reports to you in our system and their UH network account has been **Disabled.**

Account Information:

| | |
|---|---|
| **Name:** | (b) (6), (b) (7)(C) |
| **Account Name:** | (b) (6), (b) (7)(C) |
| **Title:** | (b) (6), (b) (7)(C) |
| **Email:** | (b) (6), (b) (7)(C) @UHhospitals.org |
| **Phone Number:** | (b) (6), (b) (7)(C) |
| **Department:** | Community Hospital (b) (6), (b) (7)(C) |

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*This is a system generated notification.*

.

(b) (6), (b) (7)(C),

The user below reports to you in our system and their UH network account has been **Disabled.**

Account Information:

| | |
|---|---|
| **Name:** | (b) (6), (b) (7)(C) |
| **Account Name:** | (b) (6), (b) (7)(C) |
| **Title:** | (b) (6), (b) (7)(C) |
| **Email:** | (b) (6), (b) (7)(C) UHhospitals.org |
| **Phone Number:** | (b) (6), (b) (7)(C) |
| **Department:** | Community Hospita (b) (6), (b) (7)(C) |

*This is a system generated notification.*

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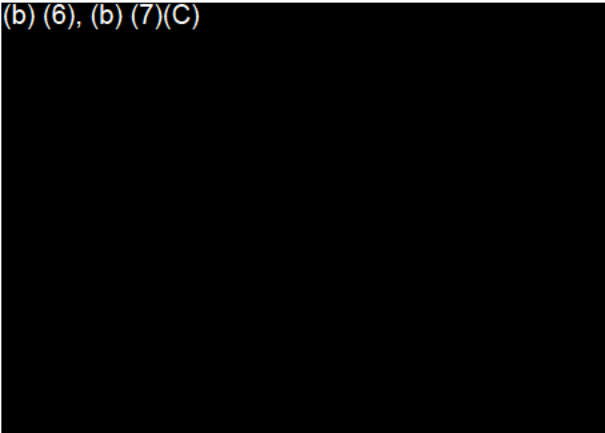
**From:** (b) (6), (b) (7)(C)
**Sent:** Monday, June 22, 2020 9:02 AM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C)
**Subject:** Determination - (b) (6), (b) (7)(C) -Does HR need to remove (b) (6), (b) (7)( entries from (b) (6), time cards?

I didn't approve this pay period's time card. Does Payroll/HR need to remove any (b) (6), (b) (7)( entries previously made since (b) (6), (b) (6), (b) (7)( was denied on (b) (6), (b) (7)(( 20 to correct the records? Thanks.

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)
Sent: Tuesday, (b) (6), (b) (7)(C) 2020 2:34 PM
To: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)
Subject: Determination - (b) (6), (b) (7)(C)

What is the next step?
(b) (6), (b) (7)(C)

From: MyUHLeaves@uhhospitals.org <MyUHLeaves@uhhospitals.org>
Sent: Tuesday, (b) (6), (b) (7)(C) 2020 12:51 PM
To: (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org
Subject: Determination - (b) (6), (b) (7)(C)


Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

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**From:** ▮(b) (6), (b) (7)(C)▮
**Sent:** Monday, June 22, 2020 9:53 AM
**To:** Wing, Amy
**Cc:** ▮(b) (6), (b) (7)(C)▮ ▮(b) (6), (b) (7)(C)▮
**Subject:** Determination - ▮(b) (6), (b) (7)(C)▮ -Does HR need to remove ▮(b) (6), (b) (7)▮ entries from ▮(b) (6),▮ time cards?

Okay, I went ahead and approved the time card for this pay period even though it only includes ▮(b) (6), (b) (7)▮ and no hours since no one approved it yet.

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**From:** ▮(b) (6), (b) (7)(C)▮
**Sent:** Monday, June 22, 2020 9:42 AM
**To:** ▮(b) (6), (b) (7)(C)▮ ; ▮(b) (6), (b) (7)(C)▮
**Cc:** ▮(b) (6), (b) (7)(C)▮
**Subject:** RE: Determination - ▮(b) (6), (b) (7)(C)▮ -Does HR need to remove ▮(b) (6), (b) (7)▮ entries from ▮(b) (6),▮ time cards?

Yes ▮(b) (6), (b) (7)(C)▮ will update the files and the file will come over to payroll to remove.

▮(b) (6), (b) (7)(C)▮

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**From:** ▮(b) (6), (b) (7)(C)▮
**Sent:** Monday, June 22, 2020 9:02 AM
**To:** Wing, Amy <Amy.Wing@UHhospitals.org>; ▮(b) (6), (b) (7)(C)▮ <Wesley.Haymon@UHhospitals.org>
**Cc:** ▮(b) (6), (b) (7)(C)▮ <Taylor.Pedone@UHhospitals.org>
**Subject:** Determination - ▮(b) (6), (b) (7)(C)▮ -Does HR need to remove ▮(b) (6), (b) (7)▮ entries from ▮(b) (6),▮ time cards?

I didn't approve this pay period's time card. Does Payroll/HR need to remove any ▮(b) (6), (b) (7)▮ entries previously made since ▮(b) (6),▮ ▮(b) (6), (b) (7)▮ was denied on ▮(b) (6), (b) (7)▮ -20 to correct the records? Thanks.
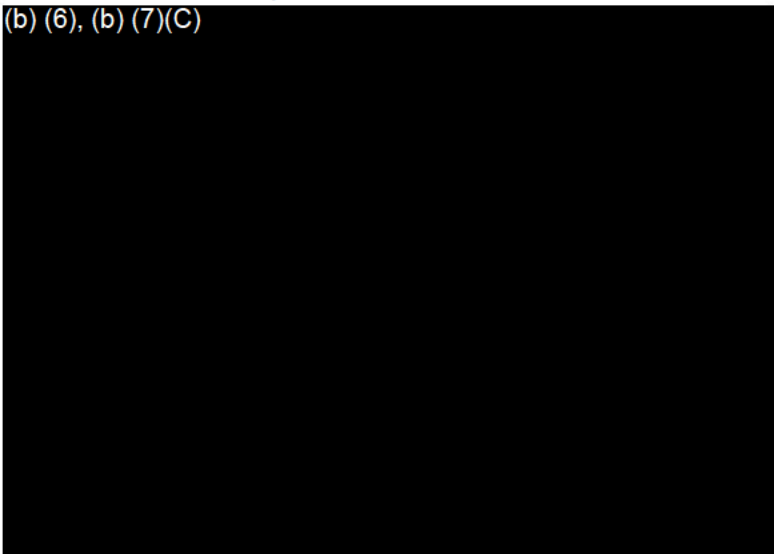
(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 2:34 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)@UHhospitals.org>
**Subject:** Determination - (b) (6), (b) (7)(C)

What is the next step?

(b) (6), (b) (7)(C)

**From:** MyUHLeaves@uhhospitals.org <MyUHLeaves@uhhospitals.org>
**Sent:** Tuesday, (b) (6), (b) (7)(C) 2020 12:51 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>
**Subject:** Determination - (b) (6), (b) (7)(C)
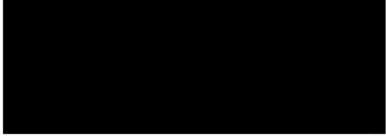
Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

THIS EMAIL ADDRESS IS NOT MONITORED. DO NOT REPLY TO THIS EMAIL.
This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, you should destroy the e-mail and any attachments or copies, and you are prohibited from retaining, distributing, disclosing or using any information contained herein. Thank you for your cooperation.

**From:** ████ (b) (6), (b) (7)(C)
**Sent:** Thursday, June 25, 2020 5:22 PM
**To:** ████ (b) (6), (b) (7)(C)
**Cc:** ████ (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
**Subject:** Leave Exhaustion Approaching - (b) (6), (b) (7)(C)

Okay

**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, June 25, 2020 4:40 PM
**To:** (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C)
**Subject:** RE: Leave Exhaustion Approaching - (b) (6), (b) (7)(C)

I think their system is automated to send. We will follow up.
Save for your records but no action required on your part

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, June 25, 2020 10:57 AM
**To:** (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C)
**Subject:** FW: Leave Exhaustion Approaching - (b) (6), (b) (7)(C)

Hi – see attached. How should we proceed? Thanks

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, June 25, 2020 10:52 AM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** Leave Exhaustion Approaching - (b) (6), (b) (7)(C)

Why am I getting this with a date of ████-20 when ██ was terminated ████-20?

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(b) (6), (b) (7)(C)

[BLACK REDACTION BOX]

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

[BLACK REDACTION BOX]

**From:** (b) (6), (b) (7)(C)
**Sent:** Monday, June 29, 2020 9:08 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** Leave Exhaustion - (b) (6), (b) (7)(C)

I got another notice since the (b) (6), (b) (-20 deadline from the previous notice about the (b) (6), (b) (-20 date that was sent has now passed. (b) (6), (b) (7)(C) said (b) (6), (b) would check this and that (b) (6), (b) (7) probably has something automated.

(b) (6), (b) (7)(C)
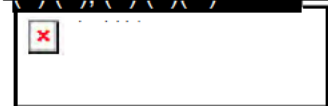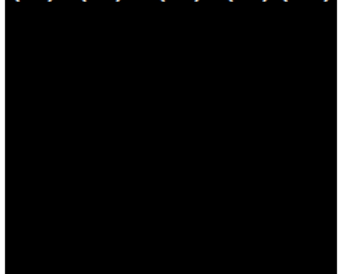
**From:** MyUHLeaves@uhhospitals.org
**Sent:** Sunday, June 28, 2020 12:05 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** Leave Exhaustion - (b) (6), (b) (7)(C)

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, July 2, 2020 11:46 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** Automatic reply: (b) (6), (b) (7)(C) -remove (b) (6), (b) (7) entries before payroll Monday

Hello,
I am currently out of the office, returning on Monday July 6th.
If you need immediate attention, please contact (b) (6), (b) (7)(C) @uhhospitals.org
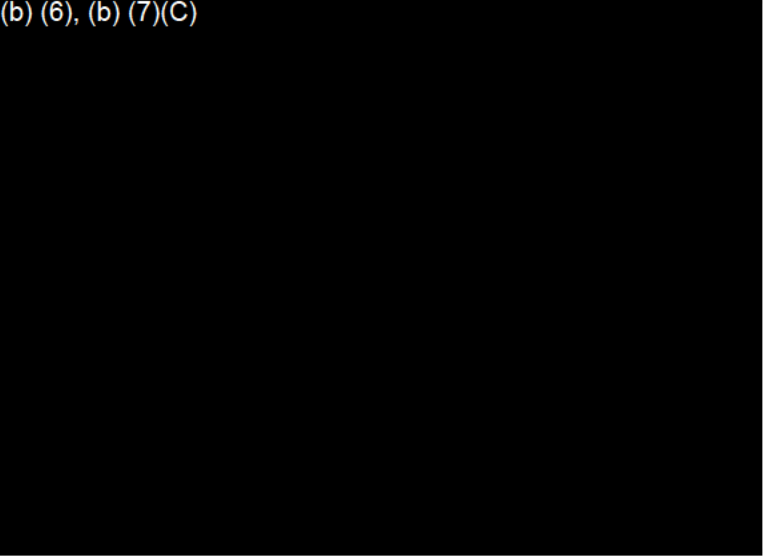
Thank you

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Monday, July 6, 2020 9:56 AM
**To:** (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
**Subject:** (b) (6), (b) (7)(C) -remove [redacted] entries before payroll Monday URGENT FOR 10am

I didn't approve [redacted] time card because it includes [redacted] that [redacted] was ultimately denied for. Who can remove it?

(b) (6), (b) (7)(C)

[large redacted block]
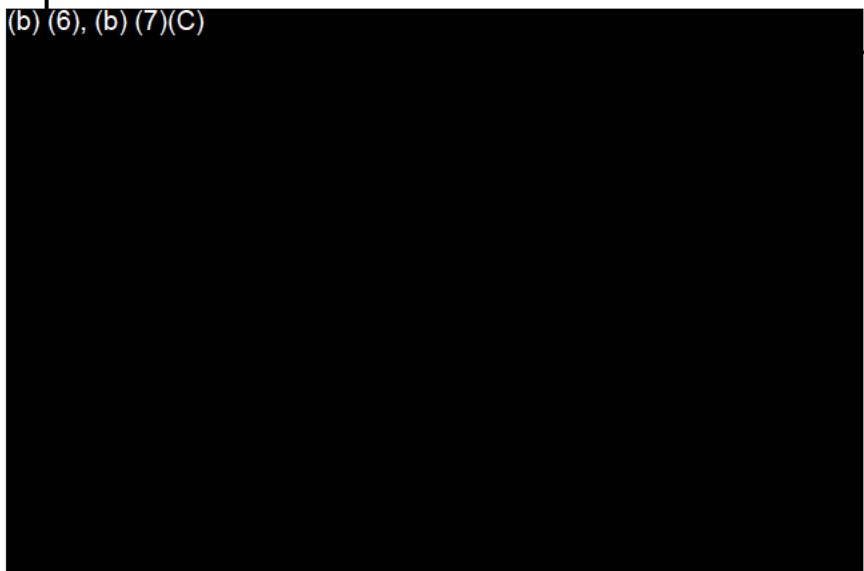
**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, July 2, 2020 11:46 AM
**To:** (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C)
**Subject:** (b) (6), (b) (7)(C) -remove [redacted] entries before payroll Monday

Do you want to have someone remove this [redacted] time by the Payroll Monday deadline? Thanks.

(b) (6), (b) (7)(C)

.

**From:** (b) (6), (b) (7)(C)
**To:**
**Sent:** (b) (6), (b) (7)(C) 2020 9:58 AM
**Subject:** Read: (b) (6), (b) (7)(C) remove [redacted] entries before payroll Monday URGENT FOR 10am

Your message

To: (b) (6), (b) (7)(C)
Subject: (b) (6), (b) (7)(C) -remove [redacted] entries before payroll Monday URGENT FOR 10am
Sent: (b) (6), (b) (7)(C), 2020 9:56:16 AM (UTC-05:00) Eastern Time (US & Canada)

was read on (b) (6), (b) (7)(C), 2020 9:57:19 AM (UTC-05:00) Eastern Time (US & Canada).

**From:** Office Depot <noreply2@officedepot.com>
**Sent:** Thursday, July 9, 2020 7:41 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** (b) (6), (b) (7)(C) igned and Dated Work From Home Policy


External E-mail: Careful opening links or attachments.

From: <noreply1@officedepot.com>

By Director's Order on July 08, 2020, for facial coverings that people wear masks in Cuyahoga County, Ohio for preventing the spread of Covid-19, please find attached (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy and letter.

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**From:** (b) (6), (b) (7)(C)
**Sent:** Friday, July 10, 2020 6:32 AM
**To:** (b) (6), (b) (7)(C)
**Cc:**
**Subject:** FW: (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy

FYI

(b) (6), (b) (7)(C)

-----Original Message-----
From: Office Depot [mailto:noreply2@officedepot.com]
Sent: Thursday, July 09, 2020 7:38 PM
To: (b) (6), (b) (7)(C) @UHhospitals.org>
Subject (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy

External E-mail: Careful opening links or attachments.

From: <noreply1@officedepot.com>

By Director's Order on July 08, 2020, for facial coverings that people wear masks in Cuyahoga County, Ohio for preventing the spread of Covid-19, please find attached (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy and letter.

CONFIDENTIALITY NOTICE: The information contained in this email and attached document(s) may contain confidential information that is intended only for the addressee(s). If you are not the intended recipient, you are hereby advised that any disclosure, copying, distribution or the taking of any action in reliance upon the information is prohibited. If you have received this email in error, please immediately notify the sender and delete it from your system.

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**From:** (b) (6), (b) (7)(C)
**Sent:** Friday, July 10, 2020 9:24 AM
**To:** (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C), (b) (6), (b) (7)(C)
**Subject:** (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy

I received this same email that (b) (6), (b) (7)(C) received from (b) (6), (b) (7) It looks like (b) (6), (b) has now signed without edits the latest version of the work from home policy. However, even if (b) (6), had not been terminated, the other two members of (b) (6), team (b) (6), (b) (7)(C)) were brought back to work in the office full time effective 7-7-20 for business need. That may not be something (b) (6), (b) would agree to anyway. Is there anything that (b) (6), (b) (7)(C or I need to do related to this email considering (b) (6), formal complaint to the Bureau of Labor Relations?

(b) (6), (b) (7)(C)

-----Original Message-----
From: Office Depot
Sent: Thursday, July 9, 2020 7:41 PM
To: (b) (6), (b) (7)(C)
Subject: (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy

External E-mail: Careful opening links or attachments.

From: <noreply1@officedepot.com>

By Director's Order on July 08, 2020, for facial coverings that people wear masks in Cuyahoga County, Ohio for preventing the spread of Covid-19, please find attached (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy and letter.

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-----Original Message-----
From: (b) (6), (b) (7)(C)

Sent: Friday, July 10, 2020 6:32 AM
To: (b) (6), (b) (7)(C)
Cc:
Subject: FW: (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy

FYI

(b) (6), (b) (7)(C)

-----Original Message-----
From: Office Depot [mailto:noreply2@officedepot.com]
Sent: Thursday, July 09, 2020 7:38 PM
To: (b) (6), (b) (7)(C)                    @UHhospitals.org>
Subject: (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy


External E-mail: Careful opening links or attachments.

From: <noreply1@officedepot.com>

By Director's Order on July 08, 2020, for facial coverings that people wear masks in Cuyahoga County, Ohio for preventing the spread of Covid-19, please find attached (b) (6), (b) (7)(C) Signed and Dated Work From Home Policy and letter.

CONFIDENTIALITY NOTICE: The information contained in this email and attached document(s) may contain confidential information that is intended only for the addressee(s). If you are not the intended recipient, you are hereby advised that any disclosure, copying, distribution or the taking of any action in reliance upon the information is prohibited. If you have received this email in error, please immediately notify the sender and delete it from your system.

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**From:** Office Depot <noreply2@officedepot.com>
**Sent:** Saturday, July 11, 2020 4:51 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** (b) (6), (b) (7)(C) Leave Improperly Designated in Kronos Requires Updating

External E-mail: Careful opening links or attachments.

From: <noreply1@officedepot.com>

Attached is (b) (6), (b) (7)(C) correspondence in detail regarding leave improperly designated in Kronos. The start date for (b) (6), (b) (7) is (b) (6), (b) (7)(C) not (b) (6), (b) (7)(C) in the year of 2020 and it is important you appropriately designate (b) (6), (b) (7)(C) leave consistent with the statutory entitlement to only 12 weeks of (b) (6), (b) (7)(C) leave. Please correct your administrative error and resolve or rectify any issue or problem that may have arisen, affecting (b) (6), ( benefits. Otherwise, a complaint will be filed with the U.S Department of Labor Wage and Hour Division.
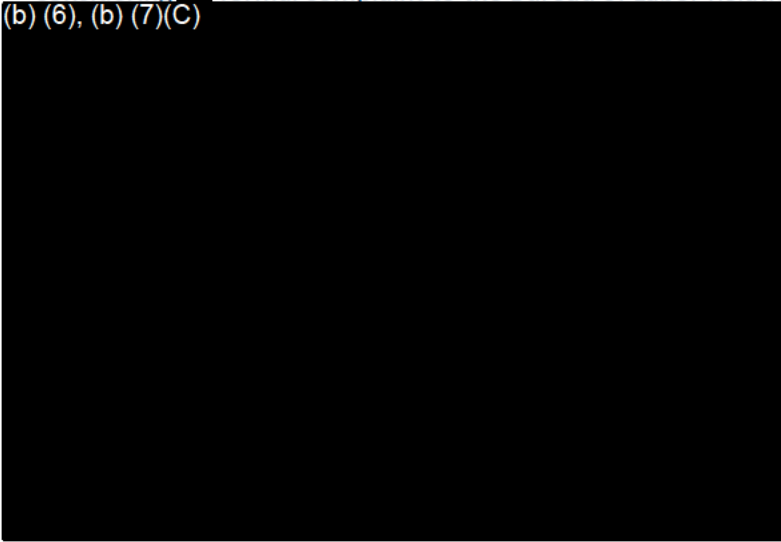
CONFIDENTIALITY NOTICE: The information contained in this email and attached document(s) may contain confidential information that is intended only for the addressee(s). If you are not the intended recipient, you are hereby advised that any disclosure, copying, distribution or the taking of any action in reliance upon the information is prohibited. If you have received this email in error, please immediately notify the sender and delete it from your system.

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**From:** (b) (6), (b) (7)(C)
**Sent:** Monday, July 20, 2020 6:02 PM
**To:** (b) (6), (b) (7)(C)
**Cc:**
**Subject:** (b) (6), (b) (7)(C) Leave Improperly Designated in Kronos Requires Updating

Thanks and (b) (6), (b) (7)(C) and I both were copied on this email also.

(b) (6), (b) (7)(C)

-----Original Message-----
From: (b) (6), (b) (7)(C)
Sent: Monday, July 20, 2020 3:15 PM
To: (b) (6), (b) (7)(C)
Subject: FW: (b) (6), (b) (7)(C) Leave Improperly Designated in Kronos Requires Updating

-----Original Message-----
From: Office Depot
Sent: Saturday, July 11, 2020 4:53 PM
To: (b) (6), (b) (7)(C)
Subject (b) (6), (b) (7)(C) Leave Improperly Designated in Kronos Requires Updating

External E-mail: Careful opening links or attachments.

From:

Attached is (b) (6), (b) (7)(C) correspondence in detail regarding leave improperly designated in Kronos. The start date for (b) (6), (b) (7)(C) is (b) (6), (b)
(b) (6), (b) (7)(C) ot (b) (6), (b) (7)(C) n the year of 2020 and it is important you appropriately designate (b) (6), (b) (7)(C) eave consistent with the statutory
ement to only 12 weeks of (b) (6), (b) (7)(C) eave. Please correct your administrative error and resolve or rectify any issue or problem
that may have arisen, affecting (b) (6), (b) benefits. Otherwise, a complaint will be filed with the U.S Department of Labor Wage and Hour
Division.

CONFIDENTIALITY NOTICE: The information contained in this email and attached document(s) may contain confidential information
that is intended only for the addressee(s). If you are not the intended recipient, you are hereby advised that any disclosure, copying,
distribution or the taking of any action in reliance upon the information is prohibited. If you have received this email in error, please
immediately notify the sender and delete it from your system.

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**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 22, 2020 3:34 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
**Subject:** RE: Status of Employment

ok

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 22, 2020 3:07 PM
**To:** (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)
**Subject:** RE: Status of Employment

Hello All,

Please do not respond to this email. I will follow back up if needed.

Thanks,
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 22, 2020 3:02 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)@UHhospitals.org>
**Cc:** (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C)
<(b) (6), (b) (7)(C)@UHhospitals.org>(b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C)(b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** Status of Employment

**External E-mail: Careful opening links or attachments.**

Dear ██████████ et al:

1. What is my current employment status?

2. Provide a copy of my employment status.

3. Provide a copy of University Hospital's policy(ies) regarding and/or relevant to my employment status.

4. Provide all above-mentioned information to me by via electronic mail (E-Mail) to ██████████ within 24 hours.

//s// ██████████

██████████

.

Hello All,

Please do not respond to this email. I will follow back up if needed.

Thanks,
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
Sent: Wednesday, July 22, 2020 3:02 PM
To: (b) (6), (b) (7)(C)
Cc: (b) (6), (b) (7)(C)
Sub

**External E-mail: Careful opening links or attachments.**

Dear (b) (6), (b) (7)(C) et al:

1. What is my current employment status?

2. Provide a copy of my employment status.

3. Provide a copy of University Hospital's policy(ies) regarding and/or relevant to my employment status.

4. Provide all above-mentioned information to me by via electronic mail (E-Mail) to (b) (6), (b) (7)(C) within 24 hours.

//s//

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 22, 2020 3:02 PM
**To:** (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
**Subject:** Status of Employment

**External E-mail: Careful opening links or attachments.**

Dear (b) (6), (b) (7)(C) et al:

1. What is my current employment status?

2. Provide a copy of my employment status.

3. Provide a copy of University Hospital's policy(ies) regarding and/or relevant to my employment status.

4. Provide all above-mentioned information to me by via electronic mail (E-Mail) to (b) (6), (b) (7)(C) within 24 hours.

//s// (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Since the ==10am deadline== on Payroll Monday was missed, please look at (b) (6), (b) (7)(C) timecard for PPE (b) (6), (b) (7)(C) /2020 in Kronos and confirm that the hours are correct, by replying back "I approve the hours on the time card are correct for this employee".

Going forward, please make sure your timecards are approved by the ==10am deadline==, on Payroll Mondays.

Please turn this in by ==12pm on 7/23/20==20 in order to meet the external auditors' requirements.

If the hours were incorrect, please submit an adjustment through ==the MDA Payroll Adjustment Portal==, or please let me know if this has already been done. Payroll is required to keep this documentation to comply with internal controls set forth by Audit.

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---

**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, July 23, 2020 9:22 AM
**To:** (b) (6), (b) (7)(C)
**Cc:**
**Subject:** RE: Status of Employment

Okay

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 22, 2020 3:07 PM
**To:** (b) (6), (b) (7)(C)
**Cc:**
**Subject:** RE: Status of Employment

Hello All,

Please do not respond to this email. I will follow back up if needed.

Thanks,
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 22, 2020 3:02 PM
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Cc:** (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** Status of Employment

**External E-mail: Careful opening links or attachments.**

Dear (b) (6), (b) (7)(C) et al:

1. What is my current employment status?

2. Provide a copy of my employment status.

3. Provide a copy of University Hospital's policy(ies) regarding and/or relevant to my employment status.

4. Provide all above-mentioned information to me by via electronic mail (E-Mail) to (b) (6), (b) (7)(C) within 24 hours.

//s// (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Saturday, May 30, 2020 7:13 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** Accepted: (b) (6), (b) (7)(C) reqd (b) (6), (b) (7)(C) from (b) (6), (b) to (b) (6), (b) -20

**From:** (b) (6), (b) (7)(C)
**Sent:** Friday, July 24, 2020 11:52 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** Determination - (b) (6), (b) (7)(C)

FYI

(b) (6), (b) (7)(C)

**From:** MyUHLeaves@uhhospitals.org
**Sent:** Friday, July 24, 2020 10:14 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** Determination - (b) (6), (b) (7)(C)

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

1

(b) (6), (b) (7)(C) reqd ▮(b) (6), (b) (7)▮ from ▮(b) (6), (b) (7)▮ to ▮(b) (6), (b)▮-20

(b) (6), (b) (7)(C)
▮▮▮▮▮▮ (6), (b) (7)(C)

▮▮▮▮▮▮equired ◯(b) (6), (b) (7)(C)

No Response Required    ⋯

Sat 5/30/2020 1:43 AM

ⓘ As the meeting organizer, you do not need to respond to the meeting.

🕐 Friday, July 24, 2020 7:00 AM-7:00 AM    ⊚

Eligibility - (b) (6), (b) (7)(C) Continuous ▮(b) (6), (▮(b) (6), (▮ to ▮(b) (6),▮-20 Reqd add'l dates be added to ▮(b) (▮ original leave requested beginning ▮(b) (6▮-20

.
_____

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 29, 2020 12:22 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** RE: Unapproved TC 5.9.20

Please contact (b) (6), (b) (7)(C) reports to (b) (6), (..

Thank you

**From** (b) (6), (b) (7)(C)
**Sent:** Tuesday, July 28, 2020 5:45 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** Unapproved TC 5.9.20


Since the ==10am deadline== on Payroll Monday was missed, please look at (b) (6), (b) (7)(C) timecard for PPE (b) (6), (b) (7)(C)/2020 in Kronos and confirm that the hours are correct, by replying back "I approve the hours on the time card are correct for this employee".

Going forward, please make sure your timecards are approved by the ==10am deadline==, on Payroll Mondays.

Please turn this in by ==12pm on 7/30/2020== in order to meet the external auditors' requirements.

If the hours were incorrect, please submit an adjustment through ==the MDA Payroll Adjustment Portal==, or please let me know if this has already been done. Payroll is required to keep this documentation to comply with internal controls set forth by Audit.

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**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 29, 2020 1:30 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** Unapproved TC 5.9.20

Hmm no ring. I'm calling you-getting your voice mail.

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 29, 2020 1:28 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** RE: Unapproved TC 5.9.20

Just called you

**From:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org>
**Sent:** Wednesday, July 29, 2020 1:12 PM
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** Unapproved TC 5.9.20

Great thanks. I've been on calls nearly all day so far. ☺

**From:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Sent:** Wednesday, July 29, 2020 1:12 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org
**Subject:** RE: Unapproved TC 5.9.20

I have called you back. I'm helping someone else I'll call you back shortly.
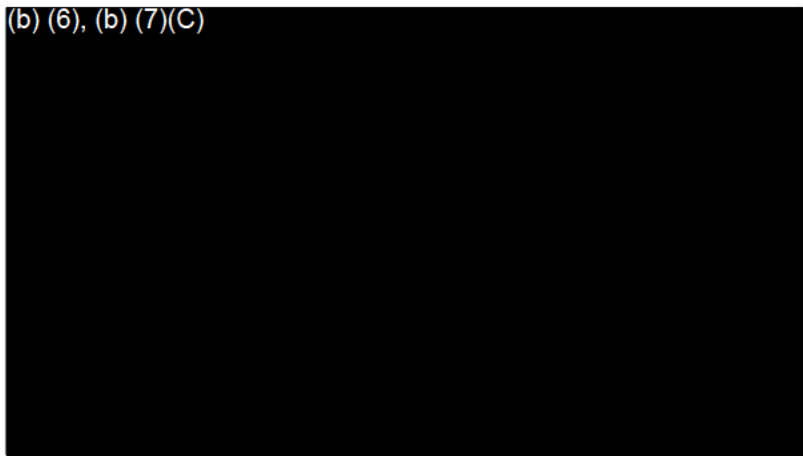
**From:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org>
**Sent:** Wednesday, July 29, 2020 12:26 PM

**To:** (b) (6), (b) (7)(C)          @UHhospitals.org>
**Subject:** Unapproved TC 5.9.20

I'm on a call until 1PM and have another call at 2PM. Can you call me in between. I left you a message to call me on this versus email. Thanks.

(b) (6), (b) (7)(C)



**From:** (b) (6), (b) (7)(C)          @UHhospitals.org>
**Sent:** Wednesday, July 29, 2020 12:24 PM
**To:** (b) (6), (b) (7)(C)   (b) (6), (b) (7)(C) @UHhospitals.org`
**Subject:** FW: Unapproved TC 5.9.20

Since the 10am deadline on Payroll Monday was missed, please look at (b) (6), (b) (7)(C) timecard for PPE (b) (6), (b) (7)(C) /2020 in Kronos and confirm that the hours are correct, by replying back "I approve the hours on the time card are correct for this employee".

Going forward, please make sure your timecards are approved by the 10am deadline, on Payroll Mondays.

Please turn this in by 12pm on 7/30/2020 in order to meet the external auditors' requirements.

If the hours were incorrect, please submit an adjustment through the MDA Payroll Adjustment Portal, or please let me know if this has already been done. Payroll is required to keep this documentation to comply with internal controls set forth by Audit.

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, July 29, 2020 1:43 PM
**To:** (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C), (b) (6), (b) (7)(C)
**Subject:** Unapproved TC 5.9.20

It is correct that there were no hours worked this pay period.

(b) (6), (b) (7)(C)



**From:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Sent:** Wednesday, July 29, 2020 12:24 PM
**To:** (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) @UHhospitals.org`
**Subject:** FW: Unapproved TC 5.9.20

**Since the <mark>10am deadline</mark> on Payroll Monday was missed, please look at (b) (6), (b) (7)(C) timecard for PPE (b) (6), (b) (7)(C) /2020 in Kronos and confirm that the hours are correct, by replying back "I approve the hours on the time card are correct for this employee".**

**Going forward, please make sure your timecards are approved by the <mark>10am deadline</mark>, on Payroll Mondays.**

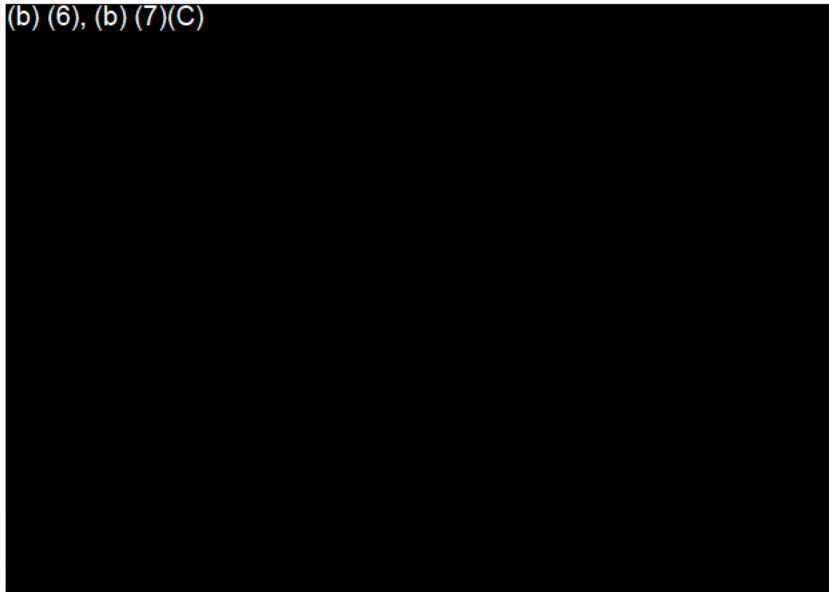**Please turn this in by <mark>12pm on 7/30/20</mark>20 in order to meet the external auditors' requirements.**

**If the hours were incorrect, please submit an adjustment through the MDA Payroll Adjustment Portal, or please let me know if this has already been done. Payroll is required to keep this documentation to comply with internal controls set forth by Audit.**

Work in office-(b) (6), (b) (7)(C), states (b) (6), (b returning to work, but is termed

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Required  ○ '(b) (6), (b) (7)(C)

ⓘ As the meeting organizer, you do not need to respond to the meeting.

🕒I  Monday, August 3, 2020 7:30 AM-8:00 AM   ⊙  CSC

ⓘ⤬  No Response Required     ⋯

Thu 7/30/2020 10:02 AM

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, August 5, 2020 2:14 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** Eligibility - (b) (6), (b) (7)(C) 4-3-20 (b) (6), (b) (7) etter

**Categories:** Yellow Category

(b) (6), (b) (7)(C)

Effective 8-3-20, I will be working on a major report for the next 2 weeks and be less available for meetings, etc. You may reach out to (b) (6), (b) (7)(C) @uhhospitals.org for anything urgent.

**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, May 7, 2020 10:37 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** FW: Eligibility - (b) (6), (b) (7)(C)

Good morning

**From:** MyUHLeaves@uhhospitals.org <MyUHLeaves@uhhospitals.org>
**Sent:** Friday, April 3, 2020 3:53 PM
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** Eligibility - (b) (6), (b) (7)(C)

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

1

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, August 5, 2020 2:14 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** Eligibility - (b) (6), (b) (7)(C) 4-10-20 (b) (6), (b) (7) letter

**Categories:** Yellow Category

(b) (6), (b) (7)(C)

Effective 8-3-20, I will be working on a major report for the next 2 weeks and be less available for meetings, etc. You may reach out to (b) (6), (b) (7)(C)@uhhospitals.org for anything urgent.

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, May 5, 2020 3:06 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** FW: Eligibility - (b) (6), (b) (7)(C)

FYI

**From:** MyUHLeaves@uhhospitals.org [mailto:MyUHLeaves@uhhospitals.org]
**Sent:** Friday, April 10, 2020 8:13 AM
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** Eligibility - (b) (6), (b) (7)(C)

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.
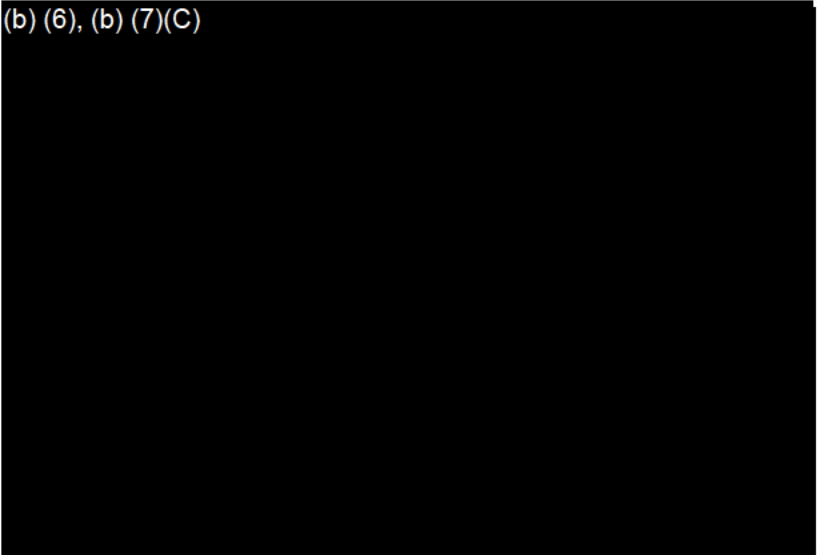
Thank you,

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, August 5, 2020 2:15 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** Eligibility – (b) (6), (b) (7)(C) 5-4-20 letter

**Categories:** Yellow Category

(b) (6), (b) (7)(C)

Effective 8-3-20, I will be working on a major report for the next 2 weeks and be less available for meetings, etc. You may reach out to (b) (6), (b) (7)(C)@uhhospitals.org for anything urgent.

**From:** MyUHLeaves@uhhospitals.org
**Sent:** Monday, May 4, 2020 11:37 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** Eligibility – (b) (6), (b) (7)(C)

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, August 5, 2020 2:06 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** Eligibility – (b) (6), (b) (7)(C)

**Categories:** Yellow Category

(b) (6), (b) (7)(C)

████████████████████████████████████████
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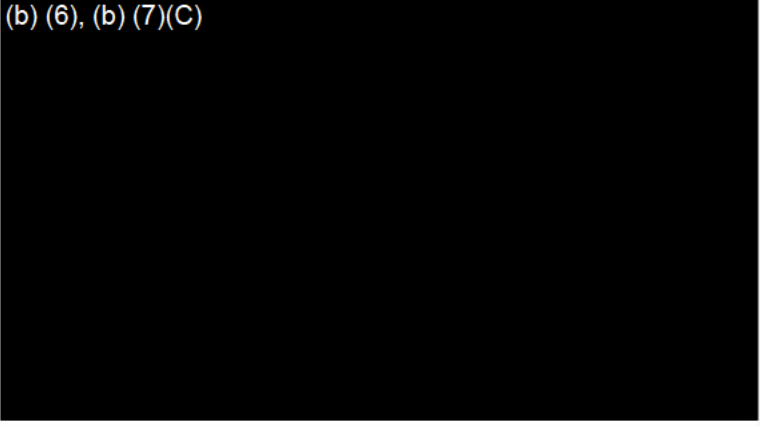████████████████████████████████████████
████████████████████████████████████████

Effective 8-3-20, I will be working on a major report for the next 2 weeks and be less available for meetings, etc. You may reach out to (b) (6), (b) (7)(C)@uhhospitals.org for anything urgent.
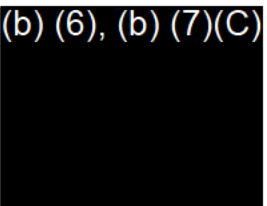
**From:** MyUHLeaves@uhhospitals.org
**Sent:** Friday, May 1, 2020 9:56 AM
**To:** (b) (6), (b) (7)(C)
**Subject:** Eligibility – (b) (6), (b) (7)(C)
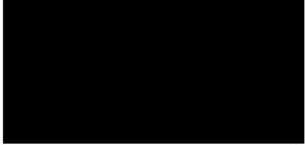
Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)
**Sent:** Monday, August 17, 2020 2:22 PM
**To:** (b) (6), (b) (7)(C)
**Subject:** Text messages that include (b) (6), (b) (7)(C)

Below are the only two text message exchanges I had that involved (b) (6), (b) (7)

This was a text message to test that I had set up cell phone numbers correctly for (b) (6), (b) (7)(C) team for communications that may be needed during work from home. At this time, we didn't yet know that (b) (6) would never come back to work or all that followed. I never responded to (b) (6), (b) (7) via text after this since it was a group text.
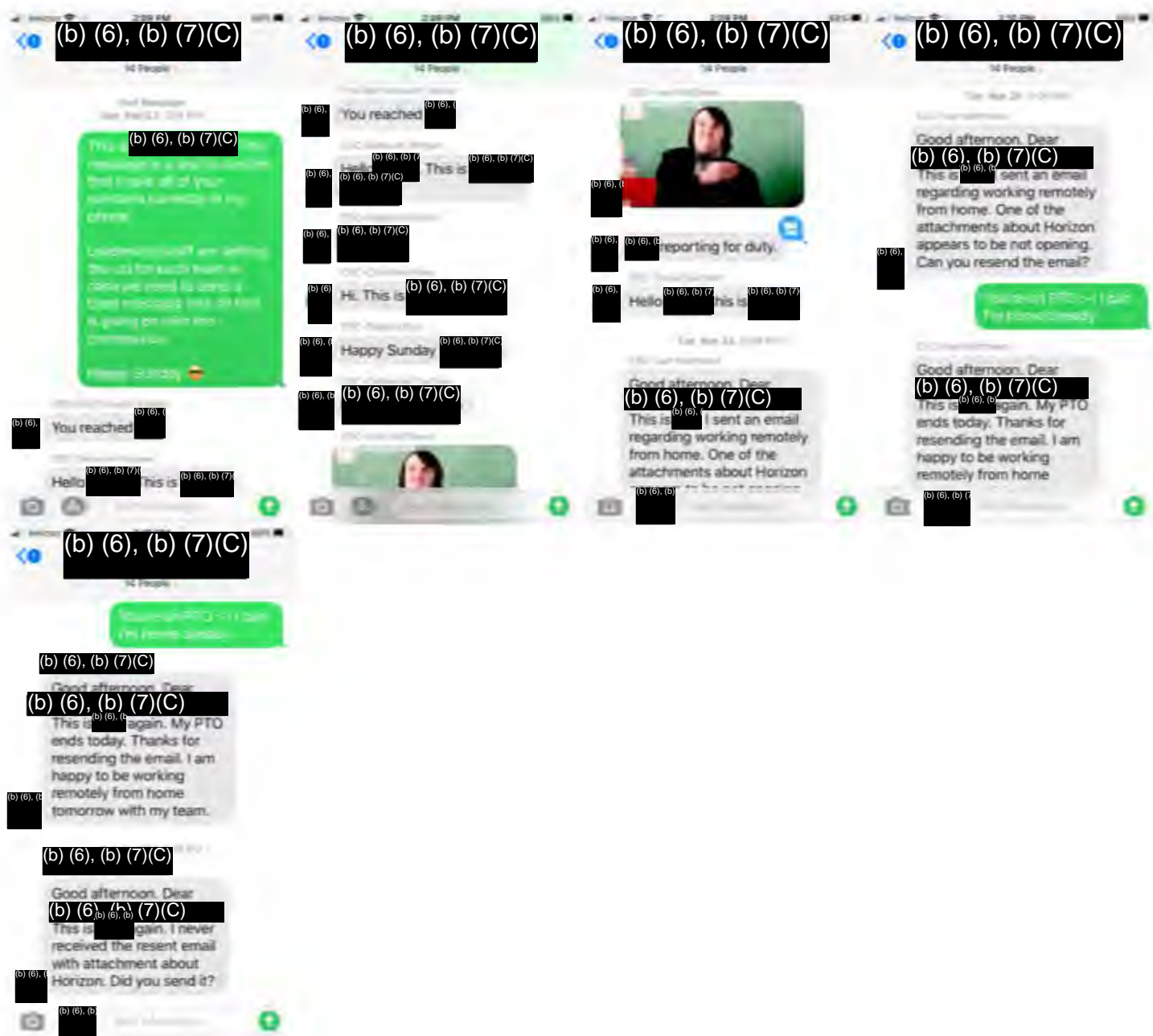
never responded to me during this exchange.
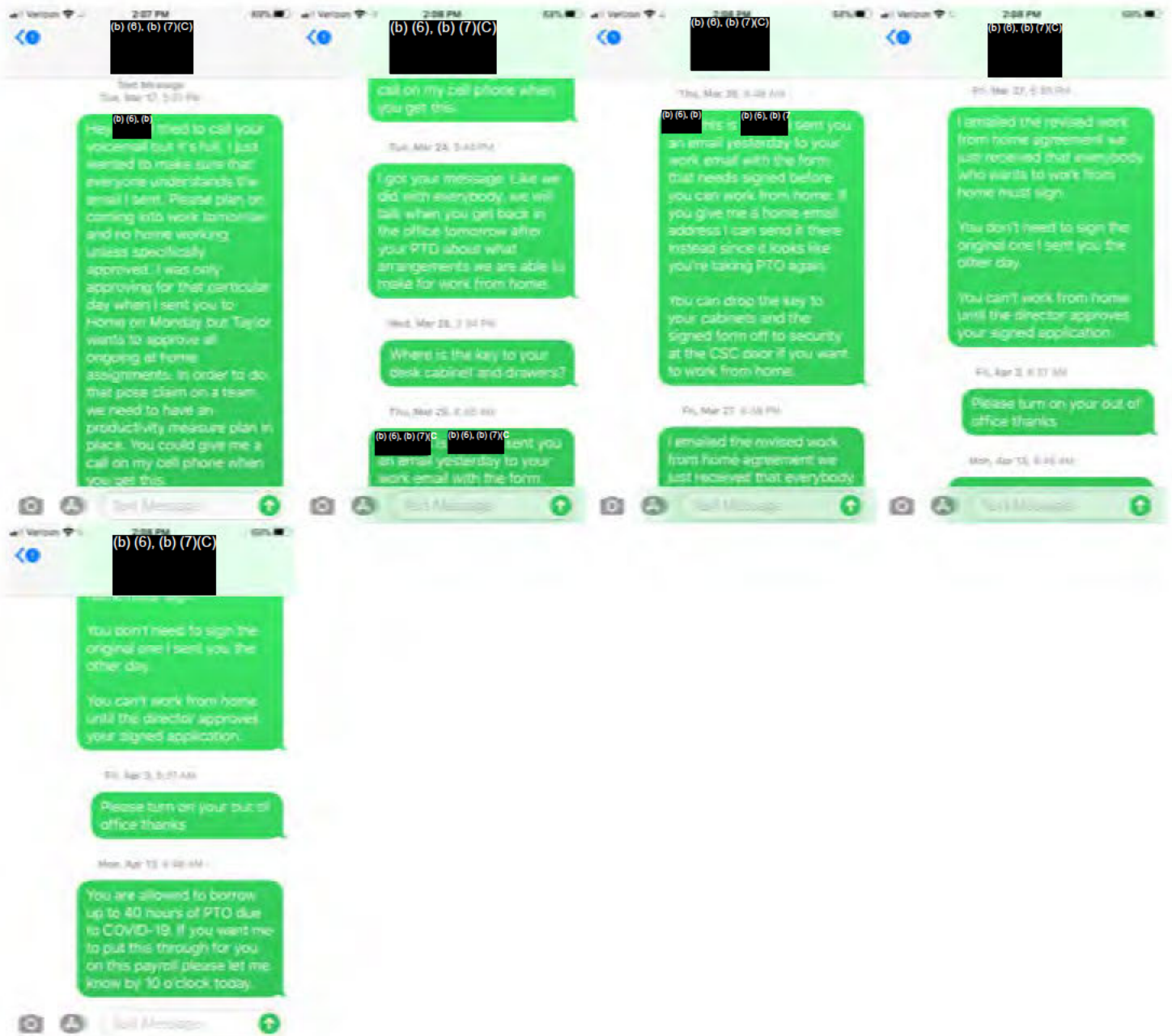


Sent from my iPhone

**From:** (b) (6), (b) (7)(C)
**To:** (b) (6), (b) (7)(C)
**Subject:** Read: (b) (6), (b) (7)(C) -remove (b) (6), (b) entries before payroll Monday URGENT FOR 10am
**Date:** Tuesday, August 18, 2020 5:22:56 PM

Your message
  To: (b) (6), (b) (7)(C)
  Subject: (b) (6), (b) (7)(C) -remove (b) (6), (b) (7) entries before payroll Monday URGENT FOR 10am
  Sent: Monday, July 06, 2020 9:56:16 AM (UTC-05:00) Eastern Time (US & Canada)
was read on Monday, July 06, 2020 9:57:19 AM (UTC-05:00) Eastern Time (US & Canada).

| **From:** | (b) (6), (b) (7)(C) |
| **Sent:** | Monday, March 30, 2020 8:07 PM |
| **To:** | (b) (6), (b) (7)(C) |
| **Cc:** | (b) (6), (b) (7)(C) |
| **Subject:** | Resubmitted Work From Home Document |
| **Attachments:** | USPS TRACK AND CONFIRM SHEET LETTER   DELIVERED 03092020.pdf; Alternative Work Arrangement - Telecommuter.pdf; IMG_20200330_114313.jpg; USPS RETURN RECEIPT (GREEN CARD)   LETTER DELIVERED 03092020.pdf |

| **Importance:** | High |

Dear (b) (6), (b) (7)(C)            :

(b) (6), (b) (7)(C)

Again, find  the attached the prior submitted Alternative Work Arrangement – Telecommuter document (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)            ), USPS records (show documents were delivered on March 09, 2020), and resent picture of the secure room with a lock, which I will be working in.

The room is only accessible by me.

I would like to work remotely from home as my fellow co-workers are presently doing. I would like to continue to assist (b) (6), (b) (7)(C)            as well as the (b) (6), (b) (7)(C)   .

At this time I have still not received any response or approval from you for me to work remotely from home.

(b) (6), (b) (7)(C)

# Product Tracking & Reporting

**UNITED STATES POSTAL SERVICE**

| Home | Search | Reports | Manual Entry | Rates/ Commitments | PTR / EDW | USPS Corporate Accounts | March 30, 2020 |

## USPS Tracking Intranet Tracking Number Result

⚠️ **Price Change 1/26/2020:**
USPS Premium Tracking: USPS will offer a fee-based service to extend the availability of tracking data on domestic competitive products for an additional 6 months up to 10 years. In addition, customers can also request a Premium Tracking Statement via email.

The Manual Entry Acceptance screen will be modified to use the Pricing Engine for all rates calculations. Users will no longer enter fees for Collect on Delivery (COD) and Additional Insurance; instead, users will enter the dollar amount to be collected for COD or the insured value for Insurance.

**Result for Domestic Tracking Number 7019 2280 0002 1689 3354**

Tracking Expires On
March 4, 2022

### Destination and Origin

**Destination**

| ZIP Code | City | State |
|----------|------|-------|
| (b) (6), (b) (7)(C) | | |

**Origin**

| ZIP Code | City | State |
|----------|------|-------|
| (b) (6), (b) (7)(C) | | |

### Tracking Number Classification

#### Class/Service

| | |
|---|---|
| **Class/Service:** | First-Class Certified Mail |
| **Class of Mail Code/Description:** | FC / First Class |

#### Destination Address Information

| | |
|---|---|
| **Address:** | (b) (6), (b) (7)(C) |
| **City:** | |
| **State:** | |
| **5-Digit ZIP Code:** | |
| **4-Digit ZIP Code add on:** | |
| **Delivery Point Code:** | |
| **Record Type Code:** | Building/Apartment |
| **Delivery Type:** | Business, Other |

#### Origin / Return / Pickup Address Information

| | |
|---|---|
| **Address:** | |
| **City:** | |
| **State:** | (b) (6), (b) (7)(C) |
| **5-Digit ZIP Code:** | |
| **4-Digit ZIP Code add on:** | |

#### Service Delivery Information

| | |
|---|---|
| **Service Performance Date:** | Expected Delivery by: Thursday, 03/05/2020 |
| **Delivery Option Indicator:** | 1 - Normal Delivery |
| **Zone:** | 00 |
| **PO Box:** | N |
| **Other Information** | Service Calculation Information |

#### Payment

| | |
|---|---|
| **Payment Type:** | Other Postage |
| **Payment Account Number:** | 000000000000 |
| **Postage:** | $0.55 |
| **Weight:** | 0 lb(s) 1 oz(s) |
| **Rate Indicator:** | Single Piece - Letters |

#### Other Information

Related Product: 9590 9402 5393 9189 5243 07

Agent Information

Request Internal Premium Tracking Statement

## Extra Services

### Extra Services Details

| Description | Amount |
|---|---|
| Certified Mail | $3.55 |

## Events

| Event | Event Code | Event Date | Event Time | Location | Input Method | Scanner ID | Carrier Route | Posting Date / Time (Central Time) | Other Information |
|---|---|---|---|---|---|---|---|---|---|
| DELIVERED, LEFT WITH INDIVIDUAL | 01 | 03/09/2020 | 15 51 | (b) (6), (b) (7)(C) | Scanned | MDD 14226D83BD (interface type - wireless) | Scanned by route 4122C029 | 03/09/2020 14:56:03 | View Delivery Signature and Address / GEO Location Data Available / Facility Finance Number: 381649 / Request Delivery Record |
| DELIVERED, LEFT WITH INDIVIDUAL | 01 | 03/09/2020 | 15 49 | (b) (6), (b) (7)(C) | Scanned | MDD 14226D83BD (interface type - wireless) | Scanned by route 4122C028 | 03/09/2020 14:53:04 | View Delivery Signature and Address / GEO Location Data Available / Facility Finance Number: 381649 / Request Delivery Record |
| NO ACCESS | 30 | 03/07/2020 | 14.22 | (b) (6), (b) (7)(C) | Scanned | MDD 14226D83BD (interface type - wireless) | Scanned by route 4122C028 | 03/07/2020 13 27 06 | GEO Location Data Available |
| IN TRANSIT TO NEXT FACILITY | NT | 03/07/2020 | 12 38 | | System Generated | | | 03/07/2020 11.47.06 | |
| IN TRANSIT TO NEXT FACILITY | NT | 03/06/2020 | 12 38 | | System Generated | | | 03/06/2020 11 52 04 | |
| IN TRANSIT TO NEXT FACILITY | NT | 03/05/2020 | 12 38 | | System Generated | | | 03/05/2020 11 52 04 | |
| ENROUTE/PROCESSED | 10 | 03/04/2020 | 22.38 | (b) (6), (b) (7)(C) | Scanned | DBCS-025- | Destined to route (b) (6), (b) (7)(C) | 03/04/2020 21.41:04 | |
| ENROUTE/PROCESSED | 10 | 03/04/2020 | 10 51 | | Scanned | DBCS-037- | Destined to route (b) (6), (b) (7)(C) | 03/04/2020 10.00 18 | |
| ENROUTE/PROCESSED | 10 | 03/03/2020 | 22 21 | | Scanned | CIOSS-005- | Destined to route (b) (6), (b) (7)(C) | 03/03/2020 23 40 47 | |
| DEPART POST OFFICE | SF | 03/03/2020 | 16 40 | | System Generated | | | 03/03/2020 15:54 04 | Closeout Label ID (b) (6), (b) (7)(C) |
| ACCEPT OR PICKUP | 03 | 03/03/2020 | 13 01 | | Scanned | POS | Destined to route (b) (6), (b) (7)(C) | 03/03/2020 12 37.04 | Facility Finance Number (b) (6), (b) (7)(C) |

Enter up to 35 items separated by commas.

Select Search Type: Quick Search ∨     Submit

# POLICY & PROCEDURE

O 1.3 - Alternative Work Arrangements

**Purpose:** An Alternative Work Arrangement (AWA) offers employees flexibility in start-time, ability to telecommute, and/or work a compressed work week. The function/type of work an employee performs in his/her job, quality and the business needs of the department will determine the type of AWA best suited for the job.

**Procedure:** Alternative Work Arrangements are voluntary and require management approval and, in no way changes the terms and conditions of employment, and for the purposes of this program are limited to Revenue Cycle staff located at the Customer Service Center. The following guidelines apply and are subject to change.

For qualified employees:
- Eligibility: A three–month trial should be instituted for all full-time employees (non-exempt only) that have passed 90 new hire period.

- Application: Outside of the trial period, any approval or denial of an AWA by management must be made in writing, and must include a rationale/justification.

- Technological Support: Any employee choosing to participate in the telecommute option is responsible for any costs associated with working from home – including internet access, desk & work area. UH will provide a computer & general office supplies. All equipment or supplies provided by UH will be labeled as the "Property of University Hospitals" prior to deployment.

- Schedule requirements: Management reserves the right to change or deny arrangements based on business needs and/or employee performance. As well, prioritization of arrangements within departments is to be made at manager discretion, using some standard and consistent rule such as first come–first served, seniority, etc.

- Communication between departments regarding AWA should be updated as schedules change. Employees must be responsible for changing voicemail/email/calendar when they participate in an alternative work arrangement.

- Accessibility: Employees working from home are expected to be reachable and available by phone, pager, or email between pre-determined working hours.

- Timing: Alternative work schedules should be in place for one year to allow for consistency. The three-month initial trial is an exception. Alternate work schedule termination requests made by the employee, require a minimum of 30 days' notice and manager approval.

- Hourly-staff: As overtime is considered on a weekly basis, hourly staff cannot participate in a flex schedule that would require working more than 40 hours in a seven day time period.

- Corrective Action: Employees who have received corrective action in the most recent 6 months are not eligible for any Alternative Work Arrangements.

Available Alternative Work Arrangements:

1. **Flexible schedule:**

   This option is available for all employees (non-exempt only) with no corrective action in the past 6 months and meeting all productivity and accuracy requirements. The department supervisor/manager will approve all alternative work arrangements. The Flexible Schedule Option will allow the employee to work varying hours within the 5 day work week. The employee is responsible to communicate to their supervisor if there are any alterations to the typical daily schedule

   The following guidelines apply:

   > Punch in must be from 7:00am ( no earlier) to 9:00 am (no later than)
   > Punch out must be from 3:30pm to 5:30 pm
   > Employee must work 8 consecutive hours each day.
   > If the employee will be absent he/she must call off before 7:00 AM and communicate the reason for the absence to the immediate supervisor or manager (or director as appropriate.)

2. **Home Office/Telecommute Option:**

   This option allows an employee (non-exempt only) to set up an office from home. This option is only available to staff members who have a "meets" rating on their last performance review, are in a non-supervisory, non-exempt status, have no corrective action in the last 6 months, and are meeting required accuracy and productivity standards. The following guidelines apply:

   > Employee must work scheduled hours as determined by the department head to meet business needs.
   > Employee must be available via e-mail or phone during scheduled work hours.
   > Employee will be required to attend department meetings at the request of the supervisor.
   > Employee must follow the dress code for CSC located employees while he/she is at the CSC.
   > Employee must have measurable criteria to participate in telecommute option.
   > If at any time the need of the department changes and the employee is required to return to work in the office, the employee must return to the original working arrangement immediately upon the supervisor's request.
   > The employee must maintain or exceed current productivity and accuracy for 6 months

3. **Compressed Work Week**

   This option is available for all full-time non-exempt employees with no corrective action in the past 6 months and meeting all productivity and accuracy requirements. Eligible employees will have received a "meets" at the time of their last performance review. The department supervisor/manager will approve all alternative work arrangements.

   > Employee will work four, 10-hour shifts per week.
   > Assigned day off will rotate and be assigned at the discretion of the department supervisor or manager.

## POLICY & PROCEDURE

> Employees function as a team to ensure no interruption in service for our customers.
> Employee must provide "out of office" notification on phone & computer on his/her day off.
> On holiday weeks, the employees scheduled day off will normally be the holiday. Employee will be paid for 8 holiday hours.
> On holiday weeks, employees will not be required to work 10 hour shifts and will revert to 8 hour shift schedule.
> Any overtime must be approved by the employee's supervisor or manager.

> Hours of shift will be:
>     7:00 AM to 5:30 PM
>     7:30 AM to 6:00 PM
>     8:00 AM to 6:30 PM
>     "Clocking in after 8 AM will be considered tardy

Anyone interested in an Alternative Work Arrangement must inform his/her supervisor and complete the "Alternative Work Arrangement Application and Agreement". The department supervisor will review all applications and grant approval if the arrangement best serves the needs of the department and University Hospitals. All applications are subject to approval of management and may be terminated by the employee or the department supervisor for any reason within the 3 month trial period.

*Dear* (b) (6), (b) (7)(C)

*I need an adjustment or change at work for a reason related to a* (b) (6), (b) (7)(C) *and/or to avoid[ing] temporary or permanent adverse conditions in the work environment. I am asking for continued employment. I am willing to further discuss my need for reasonable accommodation. Furthermore, I am interested in an Alternative Work Arrangement. Please find attached the completed "Alternative Work Arrangement Application and Agreement" along with my cover letter.*

*Respectfully,*

/s/ (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)        Date: *March 02, 2020*

*7019 2280 0002 1689 3354*
*9590 9402 5393 9189 5243 07*

.

## Alternative Work Arrangements Application

This application is to be completed by anyone interested in participating in the Alternative Work Arrangement program for employees located at the CSC location. It includes information that must be completed by both the employee and the supervisor after reading participation guidelines and policies. Manager and employee will then discuss the application as well as the AWA terms and conditions, after which the application will be endorsed, modified, or denied. The manager should document the supporting rationale for this decision (see pg. 4).

### To Be Completed By the Employee

Date: *March 02, 2020*

Name: (b) (6), (b) (7)(C)

Job Title: (b) (6), (b) (7)(C)

Division: (b) (6), (b) (7)(C)

Building/Room Number *UH* (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)

Work Phone: (b) (6), (b) (7)(C)

Work E-mail: (b) (6), (b) (7)(C)

Work Fax: (b) (6), (b) (7)(C)

Home Fax (if applicable): *Not Applicable*

Home Address: *Address Is On File*

Home/Mobile Phone: *Home Phone Is On File*

Considering the nature of your job, what kind of Alternative Work Arrangement are you seeking?
- [ ] Compressed workweek
- [x] Telecommute
- [ ] Flex Time

If you are telecommuting, what job tasks will you perform in that arrangement? If I have access to information that is provided to other fellow coworkers, regardless of whether they need it to perform their jobs. The job tasks I will perform is the work I am currently performing. I am working in Soarian, Hyland Software OnBase, Quadax and UH Care at the office on the desktop PC, which includes but not limited to accessing itemized billing, medical records and information, claims (UB04 / HCFA 1500),emailing, faxing, indexing, working the payer audits in Triage, Workque and scanning/sending documents into OnBase.

## POLICY & PROCEDURE

**Will you continue to provide optimal customer service under an AWA (please identify your customers in answering this question)?** Yes. Although, I do not interact with patients I will continue to provide optimal customer service to our auditors, vendors, clients and payers. I will continue to assist fellow employees and management. I will continue to further annotate accounts in Soarian with clear and concise verbiage. I will also continue to review and respond to correspondence and inquiries received.

**If you are seeking a telecommute arrangement, how often do you plan to telecommute?**
■  *5*  days/week

**What days do you propose to work away from the organization?**

| | |
|---|---|
| ■ Monday | ■ Thursday |
| ■ Tuesday | ■ Friday |
| ■ Wednesday | |

**What will be your office hours on telecommute days?** From _7 AM_ to _3:30 PM_ (include meal break and/or any break duty hours, if applicable)
*9 AM*   *5:30 PM*   TO

**If you are seeking a flexible start time, what will be your office hours?** From ____ to ____ (include meal break and/or any break duty hours, if applicable)   *Not Applicable*   *Already on Flexible Time*

**How far in advance would you need to be notified to come in to the office on a telecommute day?** I am open to discussion. Management and I can discuss how far an advance notice one would reasonably need to come into the office on a telecommute day.

**What methods of communication will you use when you are telecommuting (check at least two)?**

| | |
|---|---|
| ■ Phone | ☐ Fax |
| ■ E-mail | ☐ Pager/Blackberry |
| ☐ Voice mail | ☐ Other |

**Will you be taking documents out of the office in order to telecommute?** ☐ yes  ■ no

**If "yes", what types of documents (give examples)?** *Not Applicable*

**What steps will you take to safeguard these documents?** *Not Applicable*

**Do these documents contain sensitive information (please specify)?** *Not Applicable*

# POLICY & PROCEDURE

Will you require remote access to sensitive information? ■ Yes ☐ no

If "yes", how will you safeguard this information? I will request a UH laptop or desktop PC to use at home (remote site). I will safeguard this sensitive information by using a secure internet connection with an UH provided username and changing passwords to log into the desktop PC or laptop. I will not share my username or password. I will strictly use UH provided equipment, software, data, and supplies at my home (remote worksite) for conducting UH business. The confidential information accessed outside of UH facility on the laptop or desktop PC will not be copied, printed nor stored on any external hard drive or external storage device. It will be maintained in the laptop or desktop PC in a secure locked room with no traffic. A room with a lock accessible only by me to ensure the confidentiality of the information.

## Telework Terms and Conditions

My signature below indicates that I agree:

- To perform services for RCM department located at the CSC under an Alternative Work Arrangement and understand that AWA is a work alternative that must be requested and approved by management prior to beginning. The AWA may be modified or terminated by management at any time when, in his/her judgment, it adversely affects service to customers or the operation of the department.
- That my duties, obligations, responsibilities, and conditions of employment with UH remain unchanged, and that my salary and benefits remain unchanged and are not affected by an AWA.
- I agree to take responsibility for performing and meeting the expectations of my job and continue to meet the minimum required work and productivity standards set by my department.
- That my work schedule, overtime compensation (if any), and all other terms and conditions of employment will conform to the current personnel policy as applicable, and meet the terms agreed upon with my manager.
- To develop an effective communications strategy with my supervisor and work group including required meetings held at UH and will follow that approved strategy throughout my AWA.
- That if applicable, I will establish dependent care arrangements during agreed upon work hours.
- to designate a remote workspace, subject to manager approval, that is free from safety hazards
- To protect the remote worksite from hazards and danger that could affect the equipment and me.
- And understand that participation in this pilot is not an entitlement and that it may be terminated by me or my manager at any time.
- To restrict use of any UH provided equipment, software, data, and supplies, which are located at my remote worksite to the sole use of conducting UH business.
- Employees electing to telecommute must ensure that all confidential information accessed outside of a UH facility be maintained in such a manner as to ensure the confidentiality of the material. This may include, but is not limited to information accessed on home computers and UH files or materials taken home for purposes of work.
- In the event of equipment malfunctions, I agree to notify my supervisor immediately. I understand that if a malfunction precludes me from working from my remote location, then I may be assigned other work or be asked to report to the primary office worksite.

# POLICY & PROCEDURE

- I understand that my remote worksite is considered an extension of UH primary worksite, and if I am injured in the course of actually performing official duties at the AWA office during the agreed upon work hours, I am governed by the UH Workers' Compensation policy. I understand that attending to personal comfort needs is not considered official duties. If I have a job related accident during my telecommuting hours I will report it to my supervisor immediately.
- Provided I am given 24 hours notice, I agree that UH may make on-site visits to my remote worksite during normally scheduled work hours, to investigate the condition and area related to any workers' compensation claim that occurred at the telecommute site.
- To be liable for injuries to third parties and/or household members that occur at my remote worksite, and to indemnify and hold UH harmless regarding any such injuries.
- To be responsible for the maintenance and repair of all my personal property, and I understand I should have appropriate insurance coverage.
- that all products, documents, reports, and data created as a result of my work related activities are owned by UH, and will be properly secured and returned to UH as requested.
- And acknowledge that I have been supplied with and have read the UH UHHS CBO Alternative Work Arrangement Guidelines and will adhere to all other applicable policies and laws.
- And understand that the information supplied by me and contained in this Alternative Work Arrangement and additional information, inquiries, or surveys may be used for data collection and evaluation of the UH CBO Alternative Work Arrangement program.

(b) (6), (b) (7)(C)

Employee Signat_____    Date (b) (6), (b) (7)(C) /20

## To Be Completed By Approving Official:

The request to engage a flexible schedule is:

_____ "Approved, for the period of: _____ _____

_____ Denied, because: _____
_____
_____
_____

Eligible for reconsideration: ☐ yes, when conditions above are addressed     ☐ no

Approving Official Signature _____    Date_____

Supervisor Signature (if different than above): _____    Date_____

1.3 Alternative Work Arrangements
Owner: (b) (6), (b) (7) SLT
Date Implemented: 09/1/2006
Date Revised: 11/5/2008; 5/1/2010, 12/31/14; 9/10/15, 8/16/16
Page 7 of 8

# POLICY & PROCEDURE

**Please sign this application whether you endorse the flexible schedule arrangement or not. You should discuss your decision with the applicant.**

*For the pilot period, flexible schedule agreements are only valid for a maximum of three months (or less, if the manager determines this to be necessary) and must be reviewed and re-signed at that time for a period not to exceed 12 months (or less, if the manager determines this to be necessary).

## APPROVALS

Signature on File

(b) (6), (b) (7)(C)                                    DATE

Signature on File

(b) (6), (b) (7)(C)                                    DATE

44122

1000

UNITED STATES
POSTAL SERVICE

**S SECTION**

B.

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th System

(b) (6), (b) (7)(C)

(b)
Attn (b) (6), (b) (7)(C)

9590 9402 5393 9189 5243 07

2. Article Number *(Transfer from service label)*

7019 2280 0002 1689 3354

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

(b) (6), (b) (7)(C)

☑ Agent
☐ Addressee

B. Received by *(Printed Name)*

(b) (6), (b) (7)(C)

C. Date of Delivery

3/9/20

D.                                            rom item 1?    ☐ Yes
If YES, enter delivery address below:    ☐ No

3. Service Type
☐ Adult Signature
☐ Adult Signature Restricted Delivery
■ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐            l Restricted Delivery

☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☐ Return Receipt for Merchandise
☐ Signature Confirmation™
☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

.

**From:** (b) (6), (b) (7)(C)
**Sent:** Wednesday, April 22, 2020 10:49 AM
**To:** (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C)
**Subject:** Are we NOT supposed to send (b) (6), (b) (7)(C) a temporary work reduction letter by mail since (b) (6), (b) not working or how to we handle (b) (6), (b) (7

Thanks for the info.

**From:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Sent:** Wednesday, April 22, 2020 9:51 AM
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** RE: Are we NOT supposed to send (b) (6), (b) (7)(C) a temporary work reduction letter by mail since (b) (6), (b) not working or how to we handle (b) (6), (b) (7

Hi (b) (6), (b) (7)(C)

I recommend waiting for employees to come back from leave before discussing as this will not impact them until they return. Employees that are on PTO you could reach out to but it may be better just to speak to them once they return, so they can enjoy there PTO.

On a side note I am not aware of any code needed. However I reached out to our unemployment contact and (b) (6), advised me that any codes needed should be on the unemployment site.
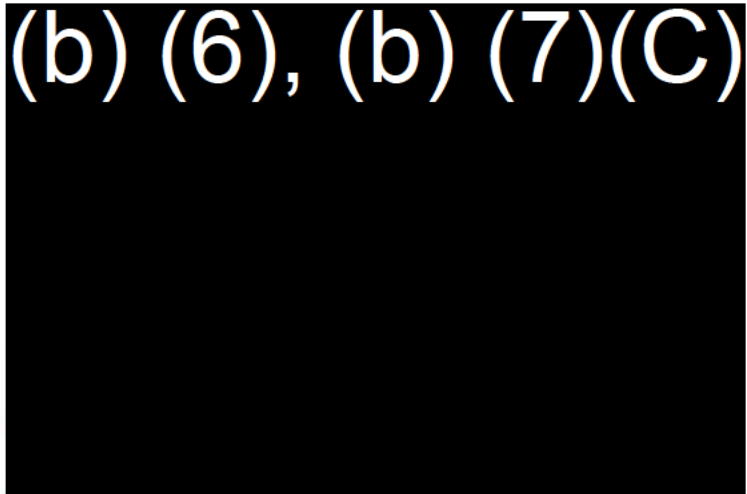
Thanks,
(b) (6), (b) (7)(C)

# (b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Tuesday, April 21, 2020 12:05 PM
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** RE: Are we NOT supposed to send (b) (6), (b) (7)(C) a temporary work reduction letter by mail since (b) (6), (b) not working or how to we handle (b) (6), (b) (7

Hi – Can I ask that differently – how should we communicate to employees on PTO or (b) (6), (b) (7)(C) Communicate first day back to work or reach out in the interim

**From:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Sent:** Tuesday, April 21, 2020 11:54 AM
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** Are we NOT supposed to send (b) (6), (b) (7)(C) a temporary work reduction letter by mail since (b) (6), (b) not working or how to we handle (b) (6), (b) (7

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Thursday, January 23, 2020 5:33 PM
**To:** (b) (6), (b) (7)(C)
**Cc:** (b) (6), (b) (7)(C)
**Subject:** Corrective action question (b) (6), (b) (7)(C)
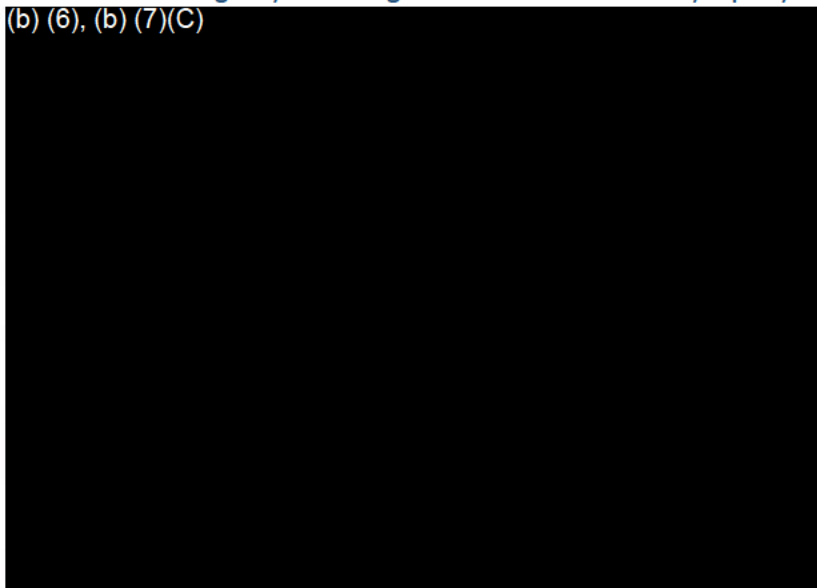**Attachments:** RE: Lockbox address; Corrective_action_(b) (6), (b) (7)(C) (b) (6), (b) -20.docx

Hi (b) (6), (b) (7)(C)

We had a situation between (b) (6), (b) (7)(C) on my team and (b) (6), (b) (7)(C) on (b) (6), (b) (7)(C) team yesterday. Attached is the corrective action related to sending the email and (b) (6), (b) (7)(C) email. From all I can gather, it is sounding like (b) (6), (b) (7)( (b) (6), (b) (7)C acted inappropriately to (b) (6), (b) and (b) (6), (b) but (b) (6), (b) is not my employee. I hope that there will also be discussion with (b) (6), (b) (7)(C) as well to see if any action is appropriate by (b) (6), (b) leadership in this situation. We want everyone treated with respect.

My problem and reason for a corrective action is to instruct (b) (6), (b) not to handle situations like this via email and to bring them to (b) (6), supervisor and manager. I could document this in a verbal warning, but was told that (b) (6), has been talked to before in the past by supervision for similar behavior. I don't have any specifics but (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) said (b) (6), (b) hasn't had recent issues with (b) (6), (b) anyway. I personally have had no issues with this particular employee.

(b) (6), (b) (7)(C and I spoke with (b) (6), (b) today about sending the email. I've attached the email and the draft corrective action. (b) (6), (b) wanted to know which section of HR 63 (b) (6) violated by (b) (6), sending the email response and I wasn't entirely sure. Can you confirm and give your thoughts on this situation? Any input you can provide would be appreciated.

(b) (6), (b) (7)(C)

# University Hospitals

## I. EMPLOYEE DATA

| First Name | M.I | Last Name | | Employee Number (Enter exactly as in Oracle) |
|---|---|---|---|---|
| (b) (6), (b) | | (b) (6), (b) (7)(C) | | (b) (6), (b) (7)(C) |

| Position | Year |
|---|---|
| (b) (6), (b) (7)(C) | Hired (b) (6), (b) (7)(C) |

| Entity | Department |
|---|---|
| (b) (6), (b) (7)(C) | (b) (6), (b) (7)(C) |

| *(Check one)* | X☒ Confirmation of Counseling | ☐Warning | ☐Final Warning/Suspension | ☐Discharge |
|---|---|---|---|---|

## II. CIRCUMSTANCES

*Dates of attendance or tardiness occurrences:*

| | | | | |
|---|---|---|---|---|

*Describe the circumstances leading to the corrective action:*

(b) (6), (b) replied to an email sent my (b) (6), (b) (7)(C) in the (b) (6), (b) (7)(C) on (b) (6), (b) -20, but said didn't realize that (b) (6), hit "reply all" when (b) (6), responded to (b) (6), (b) (7)(C) As a result, (b) (6), reply went to a group of 13 people who have been working as a group on new processes to improve the flow of correspondence. (b) (6), (b) email was in response to an in person discussion on (b) (6), (b) -20 where (b) (6), (b) (7)(C) approached (b) (6), (b) in what (b) (6), felt was an aggressive and uncouth manner in front of other employees regarding a task (b) (6), (b) felt (b) (6), team should be doing instead of (b) (6), (b) (7) I spoke to (b) (6), (b) (7)(C) who felt similarly and both (b) (6), (b) (7)(C) and (b) (6), (b) explained that others sitting nearby commented to them on the incident after it happened.

*Please note the policy and procedure violated:*

HR 63 Professional Behavior

See also: HR 72-Corrective Action

*Employee was given copies of both policies for reference.

## III. ACTION PLAN

The purpose of this counseling is to document the verbal instructions given to (b) (6), (b) in our discussion today with myself and (b) (6), (b) (7)(C)

In the future, please bring issues with other employees to your supervisor and/or your manager to help address. Sending an email to respond to what you felt was aggressive or uncouth behavior by another staff member is not the proper way to address issues and including others on the email can complicate resolution.

**University Hospitals**

## IV. EMPLOYEE COMMENTS

SEE ALSO ATTACHED EMAIL SENT BY (b) (6), (b) (7)(

## V. SIGNATURE OF ACKNOWLEDGMENT

I understand that I may contact an HR representative to discuss questions or concerns related to this document including optional complaint resolution steps. Other than in cases of discharge, should the performance concerns outlined in this document continue, additional corrective action up to and including discharge may occur.

| Employee Signature | Date (b) (6), (b) (-20 |
|---|---|
|  |  |

| Manager Signature | Date (b) (6), (b) (-20 |
|---|---|
|  |  |

**PLEASE RETURN THIS FORM TO YOUR LOCAL HUMAN RESOURCES DEPARTMENT**

.

---

**From:** (b) (6), (b) (7)(C)
**Sent:** Monday, (b) (6), (b) (7)(C) 2020 8:30 AM
**To:** (b) (6), (b) (7)(C)
**Cc:**
**Subject:** RE: Filing a Formal Complaint

Good Morning (b) (6), (b) ,

Thank you for sharing the below information, I have scheduled time with your leader to discuss further and will partner with them to resolve and move forward.

Regards
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)
**Sent:** Friday, January 24, 2020 9:12 AM
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Cc:** (b) (6), (b) (7)(C) @UHhospitals.org>
**Subject:** Filing a Formal Complaint
**Importance:** High

Good morning.

Dear (b) (6), (b) (7)(C) et al:

On (b) (6), (b) (7)(C) 2020, I sent a message to (b) (6), (b) (7)(C) documenting the altercation we had prior hours earlier.

My objective was to:

    1  To make (b) (6), (b) aware of (b) (6), (b) behavior;

    2  To make (b) (6), (b) aware of how (b) (6), (b) behavior affected me; and

    3  To begin the process of resolving the conflict.

I am filing a formal complaint against (b) (6), (b) (7)(C) .

I am (b) (6), (b) (7)(C) in the (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)

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(b) (6), (b) (7)(C) confronted me in a public space where employees walk freely, employees work, where members of the community and clients and vendors visit frequently.

(b) (6), (b) (7)(C) choose that particular place to confront me as (b) (6), (b) (7)(C) in oppose to a private area or office.

(b) (6), (b) (7)(C)) was reprimanding me publicly in an effort to intimidate me and humiliate me in-front of my colleagues.

(b) (6), (b) (7)(C) used aggressive and abrasive mannerism. (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) used belittling words in a demeaning tone in a heighten volume in a public space.

(b) (6), (b) (7)(C) is in (b) (6), (b) (7)(C) position addressing me in an intimidating tone lead to me in feeling uncomfortable in a work environment.

This was an improper use of (b) (6), (b) (7)(C) authority as well as in violation of but not limited to HR-63 - Professional Behavior and/or UH Code of Conduct.


**HR-63 – Professional Behavior**


Key Points


- This policy applies to all UH workforce members.


Policy & Procedure

**1. It is the duty of all workforce members to promote standards of professional behavior and a culture of safety. UH will not tolerate disruptive behaviors that may lead to undermined morale, diminished productivity, ineffective or substandard care/service or distress to others. This policy provides written standards for setting a positive UH professional image and a healthy work environment.**


**2. Professional Behavior Standards**

2.1. The following behaviors are prohibited:

2.1.1.  Profane or disrespectful language.

2.1.2.   Demeaning, intimidating or abusive behavior.

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2.1.17. Inappropriate interactions with patients, family, staff and others.

**4. Workforce members are encouraged to report behavior which does not comply with this policy without fear of retaliation or retribution.**

Sincerely,

//s// (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)